



Information Technology Advisory Committee's
Court Core Data Transfer Working Group

Final Report

Submitted to:

Chief Judge Rufus King III
Judge Brook Hedge

Co-Chairs of the
Information Technology Advisory Committee

By
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On Behalf of the
Court Core Data Working Group (CCDT)

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 - ix. United States Attorney**
 - x. DC Superior Court**



**Information Technology Advisory Committee's
Court Core Data Transfer Working Group
Final Report**



Introduction

The outline that follows was reviewed and accepted as the basic plan of action for the Court Core Data Transfer (CCDT) Working Group by the Information Technology Advisory Committee (ITAC) on June 24, 2004

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Objective:

To utilize a Working Group of JUSTIS members, users, and designers of analytic processes, to complete a detailed data requirements analysis, and document that analysis to benefit the courts, the IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

Method:

Weekly, two-hour work sessions

- Review last week's work

- Make any corrections, updates (provide copies to all)

- Present this week's work (copy to all members)

- Discuss

- Make assignments

Deliverables:

Deliverables

- Documentation of Court:

 - Plans

 - Schedule

 - File & Data definitions and layout

 - Presentation method / record layouts – screen designs

 - Data availability schedule

- Documentation of Individual Agency Detailed Descriptions of both Current & Anticipated Utilization of Court Data

 - JUSTIS members:

 - For each utilizing court data process:

 - What process is court data used for?

 - From which agency is it obtained?

 - How is the data obtained?

 - What is the specific data obtained?

 - Do you anticipate change?

 - When?

Courts:

For each “post” process where agency data is provided:
(Post process is defined as when the court has provided data and expects that data to be updated, augmented, or when the court expects agency data in response)

What process is agency data used for?
From which agency is it obtained?
How is the data obtained?
What is the specific data obtained?
Do you anticipate change?
When?

■ **Documentation of Individual Agency Data Requirements**

For each process: (see above)

Review & confirm how data is used
Review & confirm how & from where data is obtained
Review & confirm current list of data
Identify any additional data requirements – specific data elements

Courts: (see above)

Review & confirm

■ **Individual Statements of Agency Time Requirements**

For each process & subsequent set of associated data

What is the current / actual delivery schedule?
What are the maximum and minimum limits to delivery?
(want vs. must)

Courts: As above

■ **Documentation & Prioritization of Acceptable Delivery Methods**

For each process & subsequent set of associated data

What are the alternative acceptable delivery methods and media?
For example: documents, data “push”, data “pull”, query.

Courts: As above

■ **Unified Documentation of “Community” Data Requirements and Time Requirements**

As a group:

Combine each of the sets of individual deliverables into a view of the
“Community” business process
Flowchart & document the entire process

■ **Screen Displays & Record Layouts for User Consumption**

As a group:

Add screen designs and/or record layouts to the above

Schedule:

- 06/24/04 – Agreement to Proceed with CCDT Working Group Activities
- 07/06/04 - Agency / Participants Identified
- 07/06/04 - Bi-weekly work Sessions Scheduled



- 07/06/04 – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- 07/22/04 - Review and Modification of Presentation for ITAC – Permission to Proceed
- 07/26/04 – No meeting
- 08/02/04 - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- 08/09/04 – Court Presentation of Criminal Data Dictionary, Data Sharing Standards, Policies and Practices
- 08/16/04 - Individual Descriptions of Agency Court Data Utilization and Court's Agency Data Utilization
- 08/23/04 - Individual Agency Court Data Requirements and Court's Agency Data Requirements
- 08/30/04 - Individual Agency Data Delivery Requirements
- 09/06/04 – No Work Session - Holiday
- 09/13/04 – Data / Record Layout Requirements & Screen / Document Requirements
- 09/20/04 - Final Draft & Closing Review, Prepare Presentation
- 09/23/04 -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC



Working Group Project Resources and Costs:

This report is a real-world application of the Interagency Agreement on Information Technology.

This effort was recognized as essential to the participating agencies of the ITAC. Each participating agency believed the work that was to be accomplished was absolutely indispensable to the agency, the court, and the general welfare of the criminal justice community, citizens, victims and offenders. Recognition of the importance of CCDT Working Group and the priority of participation was more than lip service.

All work that was accomplished, both individually and collectively, by the participating agencies was produced with existing agency resources. No funding from any agency, the federal government or the Criminal Justice Coordination Council (CJCC) was requested or utilized for this effort.

This effort is representative of the extraordinary interagency cooperation of the ITAC participating agencies and JUSTIS users, and is representative of the foundation of the Information Technology Advisory Committee of the Criminal Justice Coordination Council.

The JUSTIS team wishes to:

- recognize the generosity of the involved ITAC agencies in allowing their personnel to participate,
- recognize the professionalism and dedication of the participating agency representatives,
- recognize the professionals at the D.C. Office of the Chief Technology Officer for both participation and especially for the implementation of the very valuable ITAC Virtual Office,
- recognize the very positive leadership of the Court: DC Superior Court Chief Judge Rufus King III, DC Superior Court Judge Brook Hedge, CIO Ken Foor, IJIS Program Manager Greg Hale, the IJIS Team and the IJIS contractors - BearingPoint and Maximus.



Participation

The following personnel attended at least one CCDT work session and/or contributed to the work products assembled in this Final Report:

Anne Grant	MPD
Calvin Johnson	CSOSA
Cheryl Warner	DCDC
Claire Roth	PDS
Dan Cippulo	DCSC
Dave Kenamer	JUSTIS
Dave Rosenthal	OAG
Debbie Grafton	DCSC
Dennis Caravantes	PSA
Diana Lowery	PSA
Dwight Estill	CSOSA
Earl Gillespie	ITLO
Ed Haynes	DCDC
Elizabeth Wingo	OAG
Greg Hale	DCSC
Hans Breville	BearingPoint
James Cronin	DC Sentencing Commission
Jeanette Gnecco	Maximus
John Campbell	DCSC
Kim Hunt	DC Sentencing Commission
Linda Price	Maximus
Lorenzo Vallone	PDS
Matthew Burke	USMS
Mike Vasquez	USAO
Morgan Massey	CSOSA
Nancy Gonzalez	USAO
Nancy McKinney	DCSC
Nate Balis	YSA
Patty Sucato	PSA
Paul Malbranche	OAG
Phil Heinrich	OCTO
Peta Myers	MPD
Reena Chakraborty	DCDC
Richard Catalon	OAG
Richard Scheitler	BP
Ron Hickey	PSA
Steve Fuzak	DCDC
Steven Gaither	CJCC / SAC
Tania Ruiz	PDS
Tom Hibarger	USAO
Tony Curington	BearingPoint
Vihky Smith	MPD
Willard Stephens	DCSC
Yolanda Smith	CSOSA
Yvonne Martinez	DCSC



The personnel listed above participated on behalf of the following agencies:

Court Services and Offender Supervision

D.C. Department of Correction

Metropolitan Police Department

Office of the Attorney General

Public Defender Service

D.C. Pretrial Services Agency

D.C. Statistical Analysis Center

D.C. Sentencing Commission

United State Attorney's Office

Youth Services Administration

D.C. Superior Court

United States Marshal Service

Office of the Chief Technology Officer

BearingPoint

Maximus



Final Report



Court Core Data Transfer

Overview:

The Court Core Data Transfer Working Group is dedicated to completing a wide-ranging analysis of agency relationships with the court's current and future information systems. This effort will create a substantial portion of the foundation for the best possible implementation of the Court's Integrated Justice Information System, IJIS. Our hope is that the IJIS design team can use this data collection and then need only to verify the agency views. The optimum implementation is one that best serves both the court and all its allied justice agencies.

The Core Data Transfer Working Group and the basic plan were approved by the ITAC at their regular June 2004 meeting. This was a very ambitious schedule of only a maximum of 8 two-hour weekly work sessions, with the entire effort to be completed with a formal presentation no later than the regular September 23 ITAC meeting. The Information Technology Liaison Officer (ITLO) and the JUSTIS Security Officer called for participants to express their interest in participation, and held the first work session on July 6, 2004.

The work sessions were initiated with a detailed presentation by the Court's IJIS Program Manager. The purpose of this presentation was to clearly express the direction the IJIS project was to take, the concepts and philosophies that were to be the foundation for the system, the policies for data collection and dissemination, and the relationship between IJIS and JUSTIS. Without this level of detail the Working Group efforts could easily have been wasted. (See Appendix B)

Additional challenges were raised by the court. Rather than ignore or postpone a discussion of other very important automation issues, saving them for either later examination or dispensing with their consideration altogether, the courts took a leadership position in discussing:

- automation of documentation, and
- data transfer to the courts **from** allied agencies

Although the CCDT Working Group had not documented these activities in their plan, they were eagerly discussed within the work sessions, and basic documentation for these future efforts provided in the Final Report.

The maximum of 18 hours of Working Group meetings was not the extent of the effort contributed to the project. The work sessions were not provided for "work" per se; they were provided as the forum to make assignments, discuss the myriad of relationships and processes between not only the court and agencies, but also between allied agencies where court data was involved. The "work" by the agencies was accomplished between the weekly meetings and then presented at them. Some have estimated that easily between 6 and 24 hours of effort were expended by agencies in preparation of each of their assignments.

The ITLO and JUSTIS Security Officer received and reviewed all work products. We have been astounded by the quality of the work products. If no other measure were utilized to measure both the concern of the agencies and the professionalism of the participants, the work products alone would make them clear.

The Final Report segments follow. All work products and documentation are provided within on the ITAC Virtual Office.



Significant Core Data Transfer Working Group Work Products

Agency Business Processes Using Court Data

The first assignment the Working Group accepted was to define their current information relationship with the Superior Court. While there maybe a multitude of informal and ad hoc relationships, it was decided to pursue the established business relationships through use of descriptions and charts such as the Agency Business Processes Using Court Data.

It comes as no surprise to even a novice to criminal justice that the court is the only true central figure in the justice process. All processing either leads to the court or from the court. While there is internal business processes within every agency unrelated directly to court data, the processing would not be done if it were not because the offender was to be forwarded to the court, was in court, or was sent to the agency as a result of the court. Stripping away all agency activities but those directly related to court data activities would, one would imagine, leave very little activity, but quite the opposite is true.

From all the first-rate examples of agencies answering this assignment, the submission by the United State's Attorney's Office (USAO) is exemplary and serves as a model of the level of agency activity relating to court data. The submission by the USAO and the other participating agencies are found in the Appendix.

The USAO description is very detailed and recognizes that a future system needs to continue and enhance current processes. It explains that the Replicated Case Information System (RCIS) is the repository of court data within the USAO. It contains approximately 85 data elements from court processing. These data are updated daily. In addition to RCIS, at least three other USAO systems depend upon accurate and complete data from the courts, via RCIS.

The example from USAO that is found on the following 3 pages also addresses the conversion needs (to be addressed in detail in the next section of this report) and presents Figure 1, a chart picturing current business processes utilizing court data. A minimum of 9 business processes depend upon court data. One would imagine that, while the specific number of business process within other agencies may be higher or lower, the USAO example is representative of court related activities at a conceptual level, and clearly demonstrates the importance of the relationship of IJIS to each agency, the impact of a less than robust replacement for CIS, and (as found on Figures 2a and 2b) the advances that must be made. The primary improvement is the movement from a CIS "output only" system to an "interactive / responsive" system allowing both court and agency business processes to be more timely and accurate.

If the pattern from the USAO holds true for a majority of all the ITAC participating agencies, then the lessons learned, and the issues IJIS must address, include:

- a. an agency has a system that is a primary repository of court data
- b. that primary system spawns data to other agency systems
- c. the primary or secondary systems spawn documents or support the manual creation of documents that contain court data
- d. the primary or secondary system tracks the offender's court processing or results, and/or her relationship to court data
- e. the agency uses the systems maintained to also generate statistics

USAO documentation follows on the next four pages.



USAO-IJIS DATA AND DOCUMENT EXCHANGE REQUIREMENTS

1. USAO Systems with Superior Court Data

The main repository for Superior Court case data at the USAO is RCIS (Replicated Case Information System). All court cases are tracked and maintained in this Oracle database. Criminal court cases with any update activity are loaded on a daily batch basis from the court system, CIS, to partially populate the RCIS database. These 85 data elements are identified and defined in Attachment B, USAO-Court Interface Master Data Element List. Other USAO systems, including CFITS (Closed Files Tracking System), APS (Automated Papering System), and MI (Master Index), also contain some court data derived or extracted from RCIS.

2. Data Conversion Requirements

All Superior Court criminal case data converted to the new system, IJIS, is needed by the USAO. This includes all criminal court cases, regardless of conviction status, in the court database dating back to 1991. Categories include all misdemeanors and felonies. Traffic cases are not required.

3. USAO Processes and Interface Data Requirements

The interfaces to support the identified business processes are all mission critical and support the operational needs of the USAO to effectively and efficiently prosecute DC criminal cases. These requirements include both data and document transfer. If not handled electronically, paper transfer of documents and redundant data entry will be required. Certain assumptions were made about IJIS data structures and capabilities since data documentation has not yet been made available. It was also assumed that all key data and documents related to criminal case processing in Superior Court will be captured by IJIS and transferred to USAO in a near real-time mode. The final data exchange documentation will require IJIS data and process documentation, and further analysis of USAO and Superior Court business processes in an IJIS environment.

Figure 1 illustrates the current USAO processes and interface data requirements by type of data. The specific data elements are identified and defined in Attachment B, USAO-Court Interface Master Data Element List. Figures 2a and 2b illustrate the USAO processes requiring an IJIS interface subsequent to the implementation of the new system. Unlike the current interface, future data exchange requirements are bi-directional. Characteristics of these processes and the anticipated data required are identified in detail in Attachment A.

Figure 1.
UNITED STATES ATTORNEYS OFFICE
CURRENT UTILIZATION OF COURT DATA

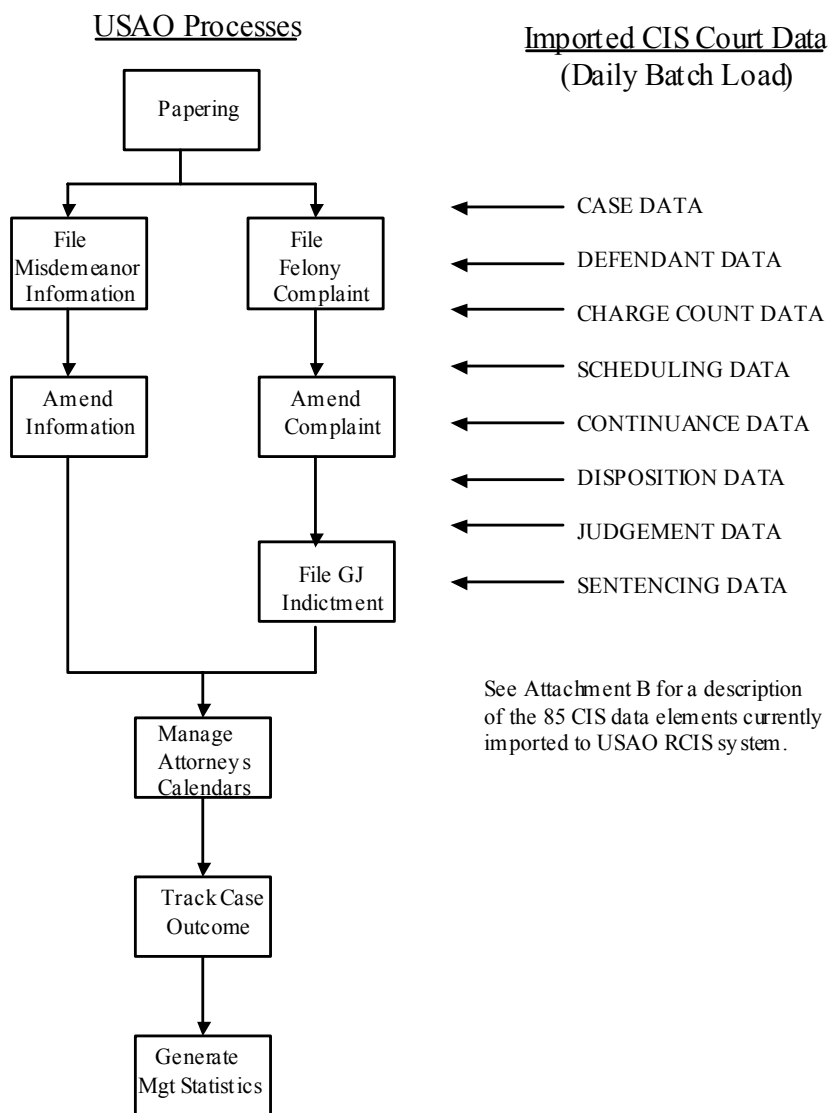


Figure 2a.
USAO – COURT INTERFACE REQUIREMENTS
FUTURE BIDIRECTIONAL DATA EXCHANGES

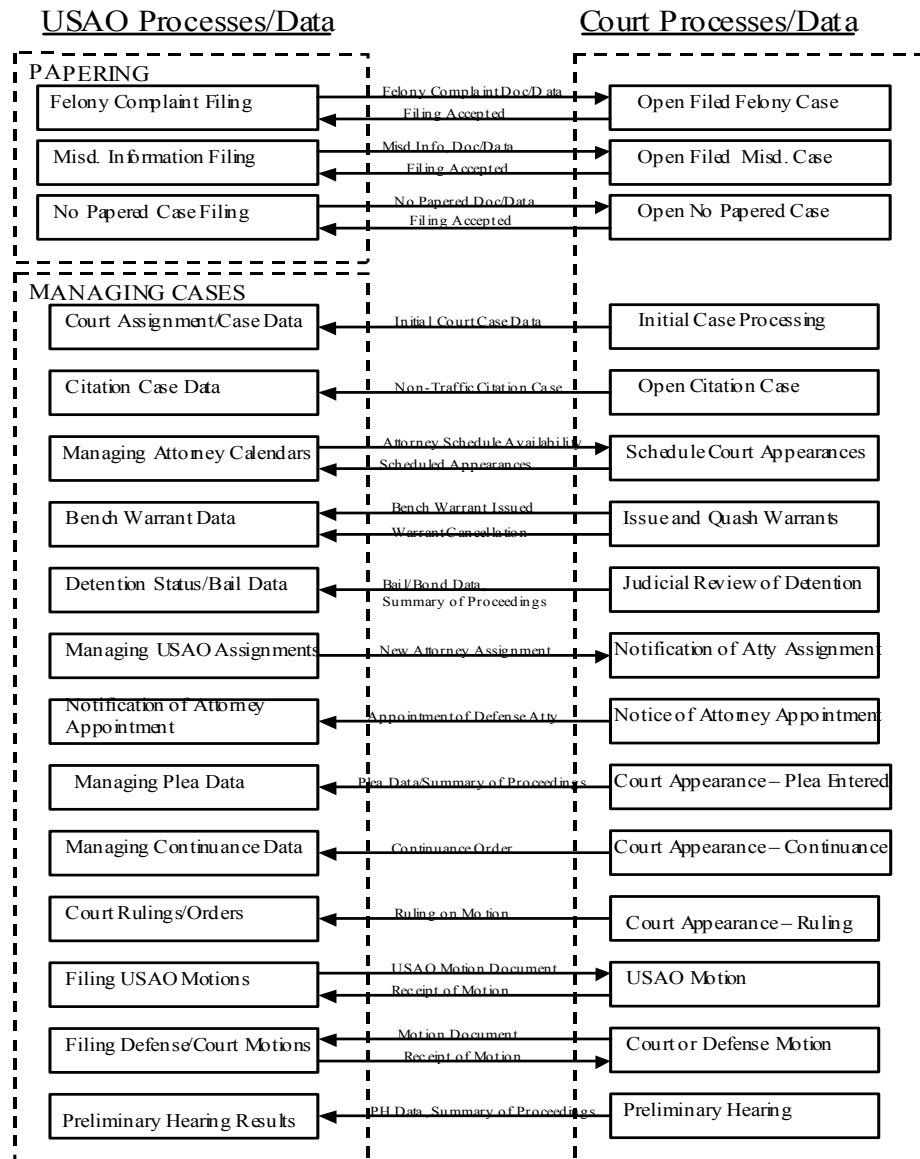
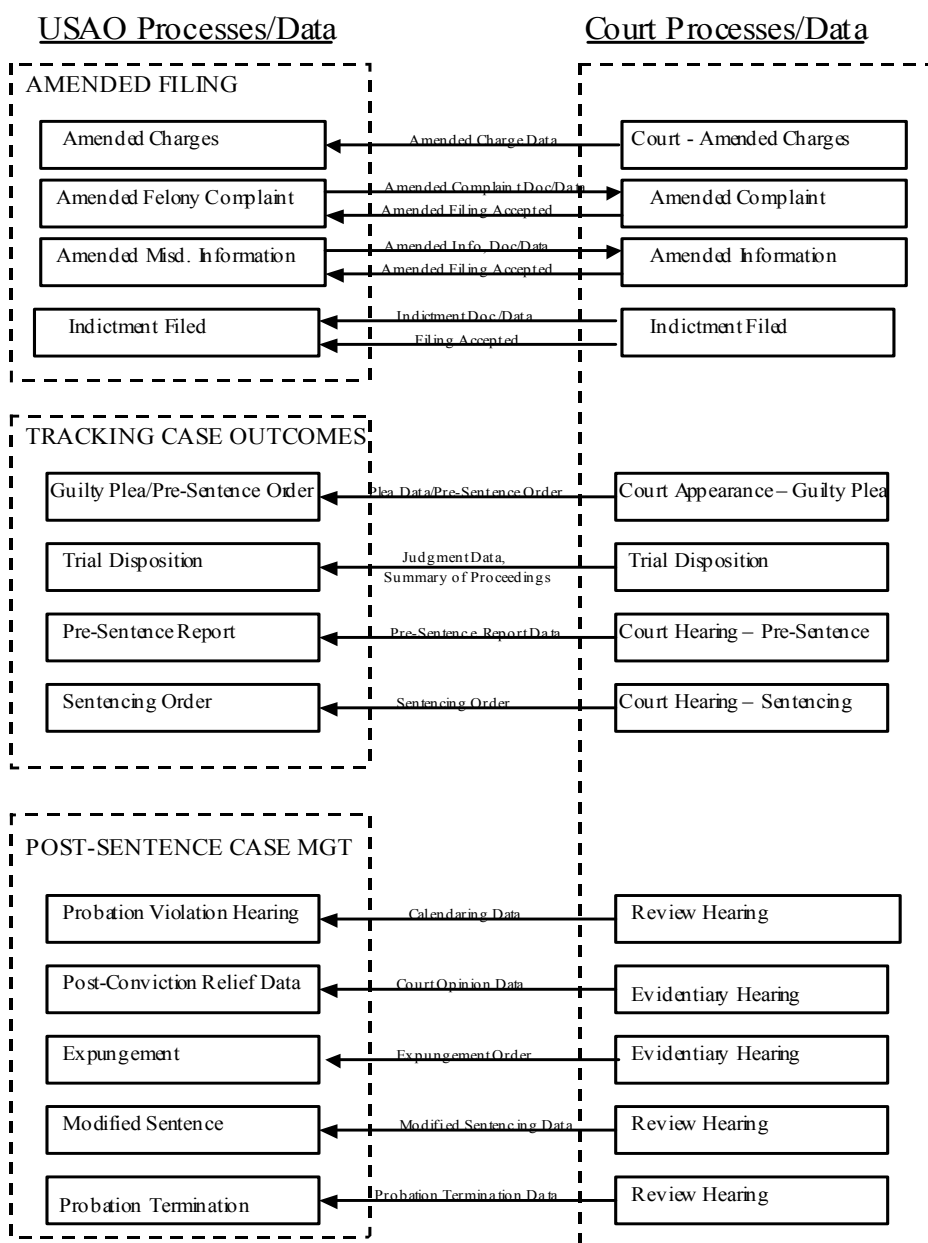


Figure 2b.
USAO – COURT INTERFACE REQUIREMENTS
FUTURE BIDIRECTIONAL DATA EXCHANGES





Requirements for Conversion of Existing Court Data

As significant to the user as the exciting functionality of any prospective system might be (what new are you offering me?), of equal importance is user apprehension regarding the disposition of the old system (what are you taking from me?). The primary concern of those involved daily in agency's court related business processes is access to data which they have grown to rely upon – old data, historical data, and previous data. As a consequence, the questions regarding the conversion of data from CIS to IJIS were an immediate topic of discussion.

This discussion was introduced with confusion about the term “archive.” This was related to an understanding that the court might not convert all CIS data, but instead would convert later year's data and archive the earlier years. The oldest data the CIS system maintained was 1978. This caused concerns regarding how and where to access this archive, and most importantly, how agencies would learn if and when cases within the archive were updated.

In addition, there were clearly different views of which data required conversion. It was determined there are as many as five types of cases. Some agencies were interested in different portions of those five types, while others were resolute in requirements to convert all types, from all years.

This discussion resulted in three assignments:

1. the agencies were each asked to identify how far back, in years, they would ask the courts to convert data, by five case types.
2. the court was asked to further define “archive”, and
3. the court was asked for an accounting of the total number of each type of case, by year, maintained on CIS

The agencies each completed an analysis of their conversion requirements, as found on the chart on page 19, the Court Data Conversion Requirements by Date

The chart shows interesting trends from requiring only relatively recent data, ranging to requirements going as far back as data is available. One notices a vast majority of agencies care little about DC Misdemeanor data prior to 1991. The number interested in older and more recent data is more mixed when considering Traffic and US Misdemeanor information. However the majority of agencies wish as much Felony and SP and Fugitive data as could be converted.

While this input was well thought out and resulted in a valuable overview of the value of dated data, it was all for naught. The court announced it would convert ALL CIS data, dating back to 1978. This was exceptionally well received by the agencies. This eliminated special circumstance or exclusion planning by both courts and agencies, and made a discussion of the term “archive” superfluous.

The courts did complete the count by year assignment however. The results of that effort are found on page 20. This chart does offer some interesting insights to rather significant cycles of increased and decreased volumes over this 24 year period.

Court Data Conversion Requirements by Date

Agency	DC Misd	Traffic	US Misd	Felonies	SP/ Fugtv
USAO	1991		1991	1991	1991
MPD	1989	1989	1989	1989	1989 c
CSOSA	1991	1978 a b	1978 a	1978 a	1978 a c
PSA	1991	1978 a b	1978 a	1978 a	1978 a c
PDS	1991	1991	1978	1978	1978 c
DC Sent. Comm.	1991		1991	1978	
SAC	1995	1995	1995	1995	1995
DCDC	1989	1978 b	1991	1987	1991

- a = 1978 is used if an agency indicated the data required was "all"
 an agency indicated need for only serious traffic, DUI, DWI,
 b = OWI
 Sp cases
 c = only



Criminal Cases In CIS

YEAR	<i>Felony</i>	<i>Misdemeanor</i>	<i>DC</i>	<i>Traffic</i>
1978	6809	12014	3345	8
1979	7254	13716	3366	28
1980	7286	13789	3470	30
1981	7649	15537	3805	85
1982	7644	16168	4243	8036
1983	7459	17306	4469	10409
1984	9022	16149	4521	11567
1985	10069	19446	5085	12446
1986	12857	16211	4441	12580
1987	14624	16152	4389	11888
1988	15471	14607	4149	9101
1989	14539	13516	6063	9192
1990	14257	14145	6460	9203
1991	15251	15724	5726	9933
1992	13301	17618	4675	10886
1993	13371	18296	5016	9879
1994	12710	17199	4967	8369
1995	10914	14386	4307	7021
1996	11208	15442	4785	7114
1997	10040	19146	7021	8806
1998	9359	18416	4981	7846
1999	9207	15398	4121	6831
2000	7845	15160	4126	7097

***** There are 131 cases prior to 1978
but they do not have case type designations



Requirements for Data Availability in the Future Court System

Every agency information system involving criminal justice information collects data which is not shared with allied justice agencies. In some instances confidentiality is an issue, in some instances legal restraints are in place, in some instances the owner agencies are suspected of selfishness. Seldom do these issues get discussed in an open forum. The CCDT Working Group is an exception.

The participating agencies were asked to identify the court data they would need in the future to better complete their court related business practices. Immediately the question was raised – What data does the court have? The opinion of the Working Group was that unless they were informed of all available CIS data, they certainly could not reasonably expected to identify the data requirements from IJIS.

All participating agencies recognized that not “all” current CIS court data was accessible thorough JUSTIS or any other existing data transfer/collection method. The reasons and rationale for such limitations were reviewed, almost on a one-for-one basis and were found to be reasonable and practical. None-the-less, there was an undercurrent to the discussion that bespoke of court data of which no-one other than the courts were aware.

This concern was answered by the courts in the most effective manner; they provided a complete list of data, regardless of the possibility of any relevance to any agency’s information needs, for examination by the CCDT participating agencies.

This resulted in an assignment that required each agency to review the entire list of data and identify:

1. which data is currently obtained by the agency,
2. if the data was not currently obtained, but the agency “wished” the data to be available from IJIS
3. if the data should be available from JUSTIS as the result of a JUSTIS query
4. if the data should be sent to the agency utilizing a “push” methodology
5. if the data were to be pushed, how often (within minutes, hours, days), and
6. if the data should be expected to be part of a court created document.

The information each agency examined resulted in an aggregate chart of approximately 550 current data items from CIS and 21 “new” data items suggested by users on one axis, and 5 primary columns with 10 segments each, on the other axis. While this chart is presented in its entirety in Appendix A, segments of the results introduce each primary discussion that follows.

Let’s discuss each of the five primary subjects of analysis:

- How much CIS data is currently obtained by agencies?
- In addition to current CIS data, how much of the current CIS data do agencies wish to obtain from IJIS?
- Which data should be available through a JUSTIS query to IJIS?
- Which data should be delivered to the agencies via push, and what is the time requirement?
- Which data should be available from a court related document?



While the analysis of the aggregate agency requirements must be addressed in detail by the court's IJIS design team, the statistical analysis that follows does give an overview of the justice community's thoughts. The reader must consider that each agency's submission was prepared within 5 - 8 working days as an Excel worksheet prepared by manual entry. This can cause data entry errors both at level one, the data collection, and level two, the data entry. The ITLO received each agency's submission and transferred each, by data entry, to the master sheet. This introduced a third level of possible errors, and as some data required a conversion, a fourth level of error. None-the-less, these results are thought to be representative of the entire community.

NOTE: The D.C. Statistical Analysis Center (SAC) input was recorded and is included in all the following charts; however the input was not included in the numerical analysis. This exception was made because the SAC is a newly formed agency with no prior history with CIS or JUSTIS utilization. As a consequence SAC requirements fell beyond the ranges expected from more mature agencies with such history of exposure.

- How much CIS data is currently obtained by agencies?

	C S O S A	D C D C	D C S E N T	M P D	O A G	P D S	P S A	S A C	U S A O	D C S C
	Current?									
DATA ITEMS SELECTED PER CATEGORY	134	88	46	60	1	118	134	0	152	0
PERCENT SELECTED BY AGENCY	25%	16%	8%	11%	0%	22%	25%	0%	28%	0%
PERCENT SELECTED BY ALL AGENCIES	15%									

Of the 550 data items available in CIS, agencies obtain from 8% to 28% of that data. The community-wide average was 15%. This would lead one to believe that 75% of the data available was of no interest or no value to the other justice agencies. The next section contradicts that belief. These results do offer that the CIS system does maintain data well in excess of that used external to the court, and in fact, many agencies had no idea what data could possibly be available via CIS.

- In addition to current CIS data, how much of the current CIS data do agencies **wish** to obtain from IJIS?

	C S O S A	D C D C	D C S E N T	M P D	O A G	P D S	P S A	S A C	U S A O	D C S C
	Wish?									
DATA ITEMS SELECTED PER CATEGORY	182	240	4	148	370	0	168	532	148	0
PERCENT SELECTED BY AGENCY	33%	44%	1%	27%	68%	0%	31%	97%	27%	0%
PERCENT SELECTED BY ALL AGENCIES	36%									

This collection of data was revealing. The agencies “wished” to obtain anywhere from 148 to 370 additional data items from IJIS that are currently in CIS. This is an increase of 27% to 68% beyond current data made available, an average of a 36% increase. A number of agencies were careful to state, when offering their charts, that their chart was not to be seen as a “wish”, i.e., nice to have, but a requirement for better addressing current business process within the agency.

In addition, one agency submitted results that indicated that a data item was both obtained and wished for. I saw these as mutually exclusive answers, so the “wish” entry was excluded. The agency later offered the rationale for this mixed answer. They currently “obtain” the court data, but only through exhaustive and error prone manual, clerical and personal data exchanges. While they do “obtain” the data, the requirement is that they “wish” data to be delivered directly from the court through an automated methodology. One might believe other agencies would also suggest the same, if asked. The IJIS design team will have to carefully analyze individual agency results from this data collection effort.

- Which data should be available through a JUSTIS query to IJIS?

	C S O S A	D C D C	D C S E N T	M P D	O A G	P D S	P S A	S A C	U S A O	D C S C
	Query?									
DATA ITEMS SELECTED PER CATEGORY	315	309	17	20	370	3	312	0	0	0
PERCENT SELECTED BY AGENCY	58%	57%	3%	4%	68%	1%	57%	0%	0%	0%
PERCENT SELECTED BY ALL AGENCIES	27%									49%

This segment of the results was somewhat surprising. The CIS data required to be available as the result of a JUSTIS query to IJIS indicated that only 1% to 68% of court data currently available was required. The wide range within the set of individual results indicated that, on the average, only 27% of court data needs to be displayed on-line. Some agencies identified all data they would expect to see displayed as the result of a JUSTIS query. Several other agencies interpreted the request as asking for the data they would require for as indexable items for search arguments. The difference in these two methods of answering produce significantly different numerical results, but at the same time, offer the IJIS and JUSTIS design teams a unique view of both the total data requirements and the method agencies would require to be used as the basis for selection of that data.

We do not believe these results to be accurate both because of the extremes of the numerical range and because of two methods participants chose to answer the question.

- Which data should be delivered to the agencies via push, and what is the time requirement?

		C S O S A	D C D C	D C S E N T	M P D	O A G	P D S	P S A	S A C	U S A O	D C S C
		Push?									
DATA ITEMS SELECTED PER CATEGORY		315	325	51	208	250	120	315	532	300	0
PERCENT SELECTED BY AGENCY		58%	60%	9%	38%	46%	22%	58%	97%	55%	0%
PERCENT SELECTED BY ALL AGENCIES	49%										
TIME REQUIREMENT:	M	118	222	2	210	59	1	125	0	303	0
	H	0	106	0	0	0	120	1	0	0	0
	D	211	25	53	0	192	0	203	574	0	0
		ALL				M	1040	41%			
						H	227	9%			
						D	1258	50%			
		Total					2525				

The results of this set of agency entries clearly demonstrated the importance of a push facility. Agencies required anywhere from 51 data items, or 9% of current CIS data, to 325 or 60% of current CIS data to be delivered via push. This range was skewed to the right and resulted in a requirement of 49% of all available CIS data to be delivered through use of a timely, automated, guaranteed push methodology.

Timeliness was the other issue addressed. Agencies were asked, when identifying the data required to be pushed, the timeframe required for delivery. The following results were found: 41% of the data was required to be delivered within minutes, 9% is required to be delivered within hours, and 50% is required within days. When seen as individual agencies, a least common denominator type analysis would indicate that most data is required within minutes.

Data delivery in minutes to the entire justice community may result in some agencies obtaining data well in advance of their needs, and in some instances, obtaining data for individuals they may never process. In addition, this does not address the issue of serial



processing of the offender, or her/his information. Not all information is collected at any one time, nor required all at one time. How does one address these and related issues, as well as the need for corrections and updates? Obviously, this data is little more than a conversation starter.

- Which data should be available from a court related document?

	C S O S A	D C D C	D C S E N T	M P D	O A G	P D S	P S A	S A C	U S A O	D C S C
	Document?									
DATA ITEMS SELECTED PER CATEGORY	0	159	0	207	0	0	0	0		
PERCENT SELECTED BY AGENCY	0%	29%	0%	38%	0%	0%	0%	0%		
PERCENT SELECTED BY ALL AGENCIES	7%									

The results from this segment are the most questionable. In effect, the results indicate that from 29% (159 data items) to 38% (207 data items), or an average of between 7% and 33% of current CIS data should be available via documents. We do not think this represents an accurate picture of the justice community's requirements, particularly as the sample is much too small.

The results from the next assignment and the resulting discussion are thought to be both more representative and significant.



Requirements for Automation of Documentation

Few sets of functionality are more desirable within criminal justice than automated documentation.

Hardly any ITAC agencies have had automated creation and distribution of documentation for any length of time. The difficulties in the past were often associated with the lack of technical or systematic capabilities on either the creation or the reception end. While some systems or parts of some systems in some agencies have such capabilities, there has been no effective, foolproof methodology available for all parties. If one agency has full capability to create a document, but cannot send it, or if it can send it but the target agency cannot receive it, or if the process is chancy, or if the process lacks security, non-reputability, proof of origin, or accountability, then in fact, no system exists.

This set of data from the Aggregate Automated Documents Requirements Chart is also offered as sort routines in the Appendix. Interesting representations of the chart below result when two sort routines are applied. The first sorts the information in the first column; a set of agencies which would originate a document sent to the courts. The second sort represents the agencies that would receive documents from the courts, whether or not they originated in the courts or from a prior agency's processing.

There are approximately 102 documents that one agency or another has suggested. We use the term "approximately" advisedly throughout this segment because an agency may have colloquial names for any number of documents, for which other agencies also have their local nomenclature. In addition, a number of documents do not currently exist, and consequently there is no standard name.

The bulk of the documents listed on the Aggregate Automated Documents Requirements Identification chart represent one-way, one-time use documents. This means that an agency creates the document and it is sent to a receiving agency, for one use.

The sort routines available in Appendix A increase the ability to count sending and receiving agencies. For example, when one sorts by documents created, by an agency other than the courts, of the 102 proposed automated documents, seventy-one (71) were identified. Only four (4) of those created were intended for distribution, pass through, to a second agency. However, eighteen (18) were required to generate return receipts.

When sorted by receiving agency, interestingly enough, of the approximately ninety-six (96) received, nearly one third, or thirty-five (35) of the documents were created by other than the courts. Of those approximately sixty (60) documents created by the courts, only four (4) agencies were identified as recipients: CSOSA, PSA, DCDC, and USAO.

We feel certain that this repost will be of particular interest to those agencies which wish to implement automated document transfer. We suggest this is a starting point, and that the results required reexamination and analysis.

Neither sort routine mitigates the central responsibilities of the courts. The courts are positioned to serve as a receiver, a pass-through, and as an originator. To remove the courts from any sequence is to make the process subject to failure, to remove the court from all such process is to devastate the entire criminal justice process. An objective observer would not ask why the multiple roles of the court role in these document process is required, but why have these documents and their processes not been automated.



The major question is how much of this document automation is practical? As discussed earlier, full automation requires a minimum of four ingredients:

- An agency with an automated document creation facility
- An agency with an automated reception facility
- A transportation facility – a delivery system
- A full set of support controls – non-repudiation, digital signatures, timeliness, etc.

While it is unquestionable that automation of documentation is required, perhaps prior to doing automation piecemeal – as each occasion presents itself – a better approach might be to prioritize the documents as to their importance to the justice process continuum, or perhaps isolate the automation to that between just two pilot agencies, or select only those with special tolls. What ever the approach, doing the automation without an overall plan will probably leave the majority of the justice community unserved.



AGGREGATE Automated Document Requirements Identification

Document Initiating Agency		
ITAC Agency	Superior Court	Agency
1		
2	USAO Felony Complaint-----> DCSC-----	USAO (acceptance acknowledged) NOTE
3	USAO Misd. Information-----> DCSC-----	USAO (acceptance acknowledged) NOTE
4	USAO No Papered Felony-----> DCSC-----	USAO (acceptance acknowledged) NOTE
5	USAO No Papered Misd.-----> DCSC-----	USAO (acceptance acknowledged) NOTE
6	USAO Filed Motion/Pleadings-----> DCSC-----	USAO (acceptance acknowledged) NOTE
7	Court or Defense Motion/Pleadings-----> DCSC-----	USAO (acceptance acknowledged) NOTE
8	USAO Amended Complaint-----> DCSC-----	USAO (acceptance acknowledged) NOTE
9	USAO Amended Information-----> DCSC-----	USAO (acceptance acknowledged) NOTE
10	USAO Indictment Filed-----> DCSC-----	USAO (acceptance acknowledged) NOTE
11	USAO Letter/Correspondence-----> DCSC-----	USAO (acceptance acknowledged) NOTE
12	DCSC Letter/Correspondence-----> DCSC-----	USAO (acceptance acknowledged) NOTE
13	Court Order-----> DCSC-----	USAO (acceptance acknowledged) NOTE
14	USAO Gerstein-----> DCSC-----	USAO (acceptance acknowledged) NOTE
15	USAO Proposed Order-----> DCSC-----	USAO (acceptance acknowledged) NOTE
16	USAO Warrant/Affidavit-----> DCSC-----	USAO (acceptance acknowledged) NOTE
17	DCSC Warrant/Affidavit-----> DCSC-----	USAO (acceptance acknowledged) NOTE
18	USAO Notice of Filing-----> DCSC-----	USAO (acceptance acknowledged) NOTE
19	DCSC Notice of Filing-----> DCSC-----	USAO (acceptance acknowledged) NOTE
20	DCSC Sentencing Form-----> DCSC-----	USAO (acceptance acknowledged) NOTE
21	DCSC Probation Violation Report-----> DCSC-----	USAO (acceptance acknowledged) NOTE
22	Commitment Pending Disposition-----> DCSC-----	USAO (acceptance acknowledged) NOTE
23	Release Orders-----> DCSC-----	USAO (acceptance acknowledged) NOTE
24	Judgement and Commitment Orders-----> DCSC-----	USAO (acceptance acknowledged) NOTE
25	Fugitive Waivers-----> DCSC-----	USAO (acceptance acknowledged) NOTE
26	Writs-----> DCSC-----	USAO (acceptance acknowledged) NOTE
27	Mental Examination Orders-----> DCSC-----	USAO (acceptance acknowledged) NOTE
28	Prisoner Transfer Requests-----> DCSC-----	USAO (acceptance acknowledged) NOTE
29	Bond Card or Cash Collateral Receipt-----> DCSC-----	USAO (acceptance acknowledged) NOTE
30	Plea Agreement-----> DCSC-----	USAO (acceptance acknowledged) NOTE
31	Medical Evaluation Order-----> DCSC-----	USAO (acceptance acknowledged) NOTE
32	Court Appointment-----> DCSC-----	USAO (acceptance acknowledged) NOTE
33	Indictment Order-----> DCSC-----	USAO (acceptance acknowledged) NOTE
34	MSP-----> DCSC-----	USAO (acceptance acknowledged) NOTE
35	USAO-----> DCSC-----	USAO (acceptance acknowledged) NOTE
36	OAG-----> DCSC-----	USAO (acceptance acknowledged) NOTE
37	MPD-----> DCSC-----	USAO (acceptance acknowledged) NOTE
38	USAO-----> DCSC-----	USAO (acceptance acknowledged) NOTE
39	OAG-----> DCSC-----	USAO (acceptance acknowledged) NOTE
40	MPD-----> DCSC-----	USAO (acceptance acknowledged) NOTE
41	USAO-----> DCSC-----	USAO (acceptance acknowledged) NOTE
42	OAG-----> DCSC-----	USAO (acceptance acknowledged) NOTE
43	PSA-----> DCSC-----	USAO (acceptance acknowledged) NOTE
44	PSA-----> DCSC-----	USAO (acceptance acknowledged) NOTE
45	PSA-----> DCSC-----	USAO (acceptance acknowledged) NOTE
46	PSA-----> DCSC-----	USAO (acceptance acknowledged) NOTE
47	USAO-----> DCSC-----	USAO (acceptance acknowledged) NOTE
48	USAO-----> DCSC-----	USAO (acceptance acknowledged) NOTE
49	OAG-----> DCSC-----	USAO (acceptance acknowledged) NOTE
50	OAG-----> DCSC-----	USAO (acceptance acknowledged) NOTE
51	PDS-----> DCSC-----	USAO (acceptance acknowledged) NOTE
52	PDS-----> DCSC-----	USAO (acceptance acknowledged) NOTE
53	CJA-----> DCSC-----	USAO (acceptance acknowledged) NOTE
54	CJA-----> DCSC-----	USAO (acceptance acknowledged) NOTE
55	CSOSA-----> DCSC-----	USAO (acceptance acknowledged) NOTE

Note: Acceptance Acknowledgement by data exchange, not e-mail.

Italics = New Document



56	CSOSA	Probation Violation Notices	
57		Judgment and Commitment Orders	CSOSA
58		Judgment and Commitment Orders	PSA
59		PSI Directional Form	CSOSA
60		PSI Directional Form	PSA
61		Civil Protection Order	CSOSA
62		Civil Protection Order	PSA
63		Deferred Sentence Agreement	CSOSA
64		Deferred Sentence Agreement	PSA
65		Bench Warrant	CSOSA
66		Bench Warrant	PSA
67	MSP	PD 163	CSOSA
68	MSP	PD 163	PSA
69	MSP	PD 163	USAO
70			
71			v
72			CSOSA
73	MSP	PD 163	USAO
74			
75			v
76			PSA
77		Petition & Affidavit for Civil Prot. Order	CSOSA
78		Petition & Affidavit for Civil Prot. Order	PSA
79		Petitioner's Information form	CSOSA
80		Petitioner's Information form	PSA
81		Victim Impact Statement	CSOSA
82		Victim Impact Statement	PSA
83	CSOSA	Pre-Sentence Investigation Report	
84	CSOSA	Violation Report	
85	MPD	Warrant	
86	USAO	Warrant	
87	OAG	Warrant	
88	MPD	Charging Document	
89	USAO	Charging Document	
90	OAG	Charging Document	
91	PSA	Pretrial Report	
92	PSA	Notice of Violation of Conditions of Release	
93	PSA	Drug Testing	
94	USAO	Indictments	
95	USAO	Motions	
96	OAG	Indictments	
97	OAG	Motions	
98	PDS-CJA	Eligibility	
99	PDS-CJA	Contribution Order	
100	PDS-CJA	Motions	
101	CSOSA	PSI	
102	CSOSA	Probation Order Notices	



Requirements for Data Presentation in Response to Queries

Users can be easily become distraught and establish a very negative relationship with a new system often simply because it is new and doesn't "look like" the old system. Now this negativity might, on the face of it, appear foolish. However, as often as not, what the user is really saying is that the sequence, layout and/or method of display of data no longer fit their business process.

Agencies were asked to address these issues as a contribution to the initial design of IJIS / JUSTIS output. This was a more freeform exercise than any of the other assignments. Several agencies provided narrative descriptions; others offered point-by-point discussions of their views of future JUSTIS displays of IJIS data. Other agencies offered current and planned screen displays resulting from their agency system query methodologies, such as "drilling". In Appendix C one finds both very functional current screen layouts from the USAO and an outstanding presentation by PSA of the new PRISM query methodology, with supporting screen displays.

This PowerPoint presentation was very ably presented to the CCDT Working Group and the reception was very positive. A majority of the participants at that work session that day agreed that this approach should be seriously considered as central to the JUSTIS approach to IJIS data.

While this PRISM model appears to address many of the requirements of the Working Group, consideration must be made as JUSTIS makes parallel plans to employ a search engine, Fast Search & Transfer ASA©, (FAST) with an exceptionally facile query capability. An analysis and detailed planning for the query responses via JUSTIS without consideration of the FAST services may cause some development and displays to be redundant.

We think a case should be made to have PRISM-like methods and displays provided by JUSTIS for IJIS data. This methodology should be the first layer or two of standardized query paths for either agency-centric or individual offender agency records. Perhaps FAST would best be utilized for initial or system-wide queries and well as in-depth relational queries. The analysis to support FAST implementation will have to address these alternatives.

The screens that follow are selections from the PRISM presentation found in its entirety in the Appendix C.

PRISM 2.0 Criminal History Module Hierarchy

Criminal History List

- Internal Criminal History list (Washington, DC cases)
 - Individual Court Cases
 - Charges sub-list
 - Disposition(s) sub-list
 - Appearances sub-list
 - Notifications sub-list
 - Supervision and Compliance sub-list
 - Bench Warrants sub-list
- External Criminal History list (Other jurisdictions)
 - Similar to the Internal CH
- Criminal History Record Check list (last time we verified the information)

3

PRISM 2.0 Criminal History List

- ☒ PSD/CSO
- ☒ Diagnostic
- ☒ Client
- ☒ Supervision
- ☒ Reports
- ☒ Maintenance
- ☒ Security Maint.

Name: **X, Jimmy**
DOB: **12/21/1970**
POID: **997-997**

Internal Criminal History ADD

File Date	Docket Number	Judge/Officer	Case Status	Sealed	Sealed Date
7/26/2004	M00021-60		Open	No	

Count
Code/Charge
Disposition
Disp. Date
Sentence Type

External Criminal History ADD

File Date	Docket Number	Judge/Officer	Case Status
-----------	---------------	---------------	-------------

Criminal History Record Check ADD

Review Date	Reviewer	Status	Reason
-------------	----------	--------	--------

Once a user finds and selects a Defendant the Criminal History List displays grouped on three areas:

- Internal Criminal History
- External Criminal History
- Criminal History Record Check

The narrative descriptions found with the slides very clearly offers what the user is seeing and what alternatives then can be followed. Please look at the pages that follow. Although the entire presentation is not shown in this section, the reader can clearly observe the “drill-down” methodology offered by PRISM.

The user identifies a particular offender, then proceeds, level by level, to follow the data in one or more of several directions. The user may find the essential data required and stop at that point, or continue the series of queries until the more specific answers to the questions are determined.

This drill-down methodology is very successful and provides an excellent model for the IJIS and JUSTIS teams to emulate.

PRISM 2.0 Court Case Screen – PART 1

Last updated by User on 6/15/2004

Case Type: Case Number: District Type: District Number:

Case Status: Court Case Status: Assigning Judge: Presiding Judge:

Case Code: Attorney Name: Attorney Phone: Attorney Status:

Under Supervision: Send Notification: Secondary District: Tertiary District:

Final Case Disposition Code: Final Case Disposition Date:

Comments:

Internal Criminal History - displays a Court Case identifying data

PRISM 2.0 Court Case Screen – PART 2

Charges

Charge	Code/Charge	Charge Severity Index	Sentence Type
[Empty Row]			

Supervision and Compliance Information

Supervision Type	Obtained Date	Compliance	Start Date	End Date
[Empty Row]				

Appearances

Appearance	Appearance Type	Appearance Judge	Courtroom	Notified
[Empty Row]				

Notifications

Notification	Appearance Type	Notified Date	Notification Reason	Acknowledgment Type	Date
[Empty Row]					

Bench Warrant Information

Appearance Date	Date Issued	Reason Issued	Date Disposed	How Disposed
[Empty Row]				

Internal Criminal History – five sub-lists displayed:

- Charges
- Supervision and Compliance Information
- Appearances – Court Appearances
- Notifications – Court Appearances Notification Letters
- Bench Warrant Information

PRISM 2.0 Charges Sub-list

Last updated by User on 6/15/2004

Case Type: Case Number: District Type: District Number:

Case Status: Court Case Status: Assigning Judge: Presiding Judge:

Case Code: Attorney Name: Attorney Phone: Attorney Status:

Under Supervision: Send Notification: Secondary District: Tertiary District:

Final Case Disposition Code: Final Case Disposition Date:

Comments:

Charges

Charge	Code/Charge	Charge Severity Index	Sentence Type
1	18551 (Arising as Agent - Probation & Foreign Case w/ 1000 Not)	1000000	Probation
2	18551 (Arising as Agent - Probation & Foreign Case w/ 1000 Not)	1000000	Probation

Underneath Court Case information we list all the charges



PRISM 2.0 Charges Sub-list

Last updated by brasec on 6/18/2004

Court Case Information			
Event Type	Case Type	Case Number	Check Type
Control	Case	04130079	Fines
Event Type	Court Case History	04130079	Check Number
04130079	04130079	04130079	04130079
Bar Code	Attorney Name	Attorney Phone	Attorney Status
			Select...
Under Supervision	Notified	Secondary Check	Tertiary Check
Yes	Yes		
Print Case Information	Print Case Information		
Case Number	Case Number		
04130079	04130079		
Case Number	Case Number		
04130079	04130079		
Case Number	Case Number		
04130079	04130079		

DELETE SEARCH SIGN SAVE CANCEL

Charges

Charge	Case Number	Charge Number	Charge Type
A	10951 (Acting as Agent Forfeiture - Gov to Jail)	04130079	Revised
Date:	6/1/2004	Disposition:	Continued: 90 Days Served
Date:	6/18/2004	Disposition:	Probation: 3 Years Supervised

Underneath Court Case information we list all the charges

PRISM 2.0 Charges Detail Screen

Case					
File Date	Docket Number	Judge/Judge	Case Status		
5/27/2004	D95401-04		Open		

Last updated by lconroyd on 6/1/2004

Charge		Charge File Date	Charge Severity Index
Case # <input type="text" value="100 (Burglary I)"/>	<input type="button" value="Find"/>	<input type="text" value="5/12/2004"/>	Severity 1, Charge(s) 1, Index 1, Charge(s) 1, Charge(s) 100, Severity Index 1000

Charge Status	Grand Jury Action	Indictment File	Plea	Signment Date	Signment
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Proceeding Judge	Sentence Date	Sentence Type	Offense Date	Final Status
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Dispositions		
Disposition Date	Disposition Type	Description
6/4/2004	Non-Conviction	Probation Terminated
6/3/2004	Conviction	Probation: 3 Years to 5 Years Supervised
5/27/2004	Conviction	Confinement: 5 Years Time Service

Underneath the Charge detail we list all the Dispositions in chronological order

PRISM 2.0 Disposition Detail Screen

Disposition Date	Disposition Type	Description
6/4/2004	Non-Conviction	Production Terminated
6/2/2004	Conviction	Production 3 Years to 6 Years Supervised
5/2/2006	Conviction	Confinement: 6 Years Term Served

Last updated by lowered on 6/4/2006

Disposition Date *	Disposition Type *	Disposition Code
6/4/2004	Conviction	-Select-

Confirmed Type	Confirmed From	Unit	Confirmed To	Unit
-Select-		-Select-		-Select-

Purpose	Unit	Suspended Period To	Unit	Admission Period From	Unit	Fine Supervised Amount
-Select-		-Select-		-Select-		

Production Supervised Release Type	Terms From	Unit	Terms To	Unit	Production Supervised Release M-Date	Production Supervised Release W-Date
-Select-						

Supervised Release From	Unit	Supervised Release To	Unit	Fine
-Select-		-Select-		

Build/Build	Court End	VVC/CA	Disposition Description
			Production 6 Years Supervised

Underneath the Charge detail we list all the Dispositions in chronological order



Concerns

What made the CCDT Working Group efforts so valuable were not only the resulting solutions and requirements that were documented. The effort raised any number of questions that yet must be answered; these represent added value. These questions include, but are not limited to:

- Who does what?
- Who pays for what?
- Maintenance and support?
- Automated documents - security, digital signatures, non-repudiation?
- Possible redundancy by FAST?

These issues are beyond the CCDT Working Group's ability or responsibility to answer. As one of our more prominent participants would say, "This requires someone with a lower serial number!" However, the CCDT can and should make recommendations to the ITAC.

The governance supported by the ITAC and suggested by the Interagency Agreement on Information Technology indicates that the ITAC must review the Final Reports by a Working Group, and then determine any further actions, if any, must be pursued. If the ITAC's "serial numbers aren't low enough," then the matters may be brought before the CJCC by our Co-Chairs. To start this progression, the CCDT makes the following observations and recommendations to the ITAC in association with the primary data collection now completed:

- **Who does what?**

It would appear that the Courts have full responsibility for the implementation of IJIS. Some would interpret this as ending at a point where users can access IJIS data. A conflicting view has been suggested by the Court's policy regarding access to IJIS; the user interface with IJIS is JUSTIS. Does this mean that the IJIS project's conclusion, relating to user access, is to build a facility that delivers data that should be made available to authorized agencies, only to the JUSTIS hub? This position would transfer the responsibility for the design of queries, their attendant responses/displays, and all "push" routines, to JUSTIS, therefore the ITAC.

If this is the end result, the IJIS project could be measured to be complete and successful completed, yet no user has access to the Court information. The CCDT recommends that this alternative be discussed in detail by the ITAC.

- **Who pays for what?**

Regardless of the decision whether to complete IJIS without providing access to users is or is not appropriate, who should pay for the responses/displays, and all "push" routines, regardless of "who" builds them? Many might indicate the Courts have made all the changes affecting both the CIS and the JUSTIS systems, so the Courts must pay for the resulting required changes. Others might indicate that JUSTIS is "community property", and as such, the entire justice community must pay. This payment may have a multitude of sources, anywhere from agency tolls to use of grant funds that could have been apportioned to various members of the community.



Because this is a seminal decision, not only addressing IJIS, but each and every time in the future an agency modifies, updates, upgrades their system, or when an additional agency system is added to the JUSTIS repertoire, the CCDT recommends the ITAC address this issue.

- **Security, digital signatures, non-repudiation?**

In concert or in addition to the issues above, how to address automated document transfers? Admittedly, the creation and automation of documents eligible for transfer seem to fall within the sphere of responsibility of the creating agency. However, simply creating the automated document does not “automate” it; to be a “sender” one must have a “receiver.” Who designs and pays for the automation of the receipt? One could argue that regardless of the sender, the receiver or the facility that supports the intermediate process, JUSTIS, should pay.

Arguably, making that decision does not address the more costly activity – security. Security of automated documentation is more than controlling access. A multitude of terms and responsibilities ensue. They include, but are not at all limited to: digital signatures, encryption, delivery methodologies/facilities, and non-repudiation. These terms, quite unfamiliar to most, can be equated to the term “expensive.”

The CCDT recommends that the ITAC examine and provide decisions on the questions central to the creation, transmission and reception of automated documentation. Further, the CCDT recommends that the ITAC request the JUSTIS Security Officer address and cost out the issues and alternatives surrounding security of automated documents.

- **Maintenance and support?**

If it is determined that JUSTIS has an active central role in the prior three issues, the obvious question is then, how does the ITAC support and maintain JUSTIS? There are a number of basic IT truths that we face: one basic truth is that no system maintains itself; an additional truth is that administrator and managers do not / can not maintain information systems; the third is that maintenance and support are activities at which money must be thrown. The questions that then logically arise are: who throws the money, where do they obtain it, who performs work as the result of the funding?

These issues are not easily resolved. However, without rather immediate resolution, there may not be any JUSTIS system. These issues have been discussed during the four years that JUSTIS has been developed. With JUSTIS Phase Four, the search engine, notification and link analysis, JUSTIS may, in effect, complete the build.

The decision to support and maintain a completed JUSTIS system or to return to agency-centric systems must then be final. The CCDT recommends that the ITAC consider the resolution of the question of “JUSTIS, Yes or No,” prior to the completion of Phase four.

- **Possible redundancy by FAST?**

If the IJIS query, push, facilitation of automated documentation, et al, are determined to be the responsibly of ITAC and therefore, JUSTIS, and Phase four is to be completed, what is the relationship between the new IJIS system, any new system, any existing system, and JUSTIS access via FAST? It is perhaps too early to address this question. However, the question cannot be ignored until Phase Four is completed. At the same time, the IJIS project is an actual effort while Phase Four remains a plan.



The CCDT recommends that the Phase Four issues raised by the application of FAST be reserved until Phase four is actually funded.



ADDENDUM One

Impact Upon Non-Participants

As the Court Core Data Transfer Working Group weekly work sessions were drawing to an end, the court participants expressed deep concern regarding several issues. Some of the issues were resolved and others continue to cause anxiety.

One concern was “What do we do now that this ad hoc CCDT effort is complete?” This concern is based upon the fact that the end of the CCDT effort is not anywhere close to the end of the detailed analysis that remains. While this final report does address major issues and provide direction, individual circumstances with each participating agency remain.

This concern was addressed by the continuation of regularly scheduled meetings of this group of agency representatives throughout the IJIS development and implementation process. This will provide the agencies access to the design team and the opportunity to express their interests in the design challenges that remain. Conversely, the court design team has contributed to the positive atmosphere of the CCDT effort and sees the continuation of this group, with leadership from the IJIS Project Manager, as the best method to test ideas and present solutions.

A concern that remains and clouds the very optimistic expectations of both the IJIS team and the CCDT Working Group for the implementation and utilization of IJIS data is the lack of representation and participation by some few agencies. All ITAC members and all JUSTIS user agencies were invited and encouraged to join the CCDT Working Group. While an overwhelming number of ITAC and JUSTIS participating agencies accepted the opportunity, a few agencies failed to respond. This could lead to dire consequences.

All user agencies must recognize the following facts – discussed at several CCDT work sessions and documented within CCDT meeting notes:

- A conversion to a new, CourtView based system without any parallel processing with CIS.
- The cut over to the new system is planned for May, 2005.
- Data elements as currently delivered will, in many cases be changed in format and in some cases, context.
- These changes may require considerable changes to existing, non DCSC applications.

The brunt of this tough reality was mitigated to a great degree for many agencies through their participation in this CCDT exercise and with their continued participation in the next set of court sponsored meetings. While changes will be necessary and required for agency business process to continue, and improve, after implementation of IJIS, simply listening to the “how’s and why’s” of IJIS development moderate both fear of change and trepidation for the future of the agency.

But what impact upon non-participating agencies?



A non-participating, unaware agency can expect a set of causes and effects that include, but are not limited to:

- A conversion to a new, CourtView based system without any parallel processing with CIS.

Any automated connection between CIS and the agency will be broken! This means that all information conveying, connections or transfers that in any way involve computer-to-computer data movement will cease to work. Of particular concern are those semi-automated reports, such as lock up lists, that will either not contain essential court information or will simply not run. The impact will be immediate and terminal. There is no short-term recovery. The business processes requiring or dependant upon court data within non-participating agencies will simply stop cold, with wide-ranging effects upon the entire justice community. No agency exists in a vacuum, and it is too obvious that a single agency's lack of preparedness will have down-stream impact

- The cut over to the new system is planned for May, 2005.

The non-participating agency toll is approximately 120 working days. Given the regular maintenance requirements of perhaps 75% -85% of staff resources for a normal agency's IT department, and the ever increasing development efforts in many agencies, this is a very short period of time. While no appropriate reaction time can be easily specified, as every agency is different and each will have its own level of impact, the closer an agency approaches May without careful planning, analysis and a detailed technical strategy, the greater the opportunity for disaster.

- Data elements as currently delivered will, in many cases be changed in format and in some cases, context.

The impact of the IJIS implementation will not be restricted to purely technical processes. Multiple changes will require corresponding modifications to business processes. These changes will include different formats and presentations of data. This impact will be observed on both personnel practices and IT processes, and can be negated only with training and adjustments to automated systems. The greater impact upon an unsuspecting or unprepared agency will result from the philosophy or contact of data presentation; for example, when a system goes from a "person based" foundation for organization of data to a "case based" foundation. This philosophical change can make familiar data suddenly appear to be foreign and confusing. Extensive training is often the only answer to this challenge.

- These changes may require considerable changes to existing, non DCSC applications.

While it is obvious that changes to CIS cause changes to all court related agency business processes, whether or not those processes are automated, the ancillary effects upon agency internal process may not be recognized until such time as they no longer work or no longer are "SOP." Agencies must recognize every incidence of court data, whether or not it appears to be related to a "court process" or a "court document" and determine the possible difficulties that a CIS to IJIS migration can cause. These challenges to the normal business process are the most difficult to identify and are closely associated with operational level processes and the transfer of data from agency to agency – regardless of the timing or the media used.



ADENDUM Two

Significance of ITAC / CJCC Support Upon Reliability Concerns

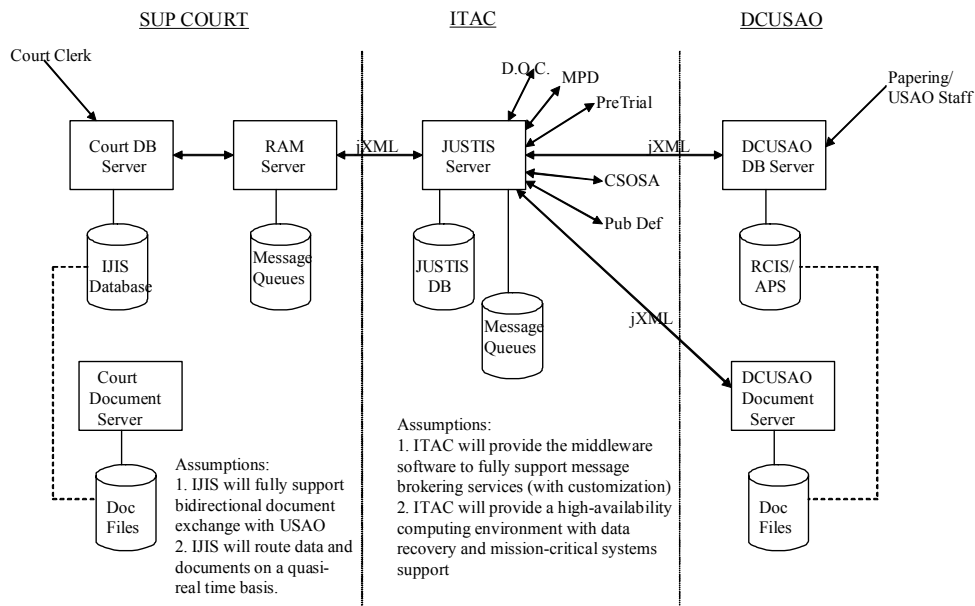
There is no section addressing how reliable the new relationships between the Court's information system, IJIS, the JUSTIS system, and each of the agency information systems must be. The CCDT Working Group Working addressed more fundamental requirements within a broad spectrum of their needs. An underlying assumption was the strength and reliability of the future technical relationships, the rigor with which they would be supported and maintained, and the immediacy of recovery from any faults or problems encountered.

These substantial, yet unaddressed, concerns became more manifest as the Working Group approached the conclusion of their scheduled exercises. It became more and more apparent that a grand design addressing every requirement would be futile if delivery of information was not within a 99.999% environment.

The JUSTIS architecture is distributed, in that the data is stored on separate servers intended to be on the premises of the contributing agency. The physical separation allows for a degree of fault tolerance by the simple fact that a failure in one location is isolated to that location. As more mission critical processes are added to JUSTIS, such as will be the case with the new DCSC system, IJIS, there becomes a growing requirement for more fault tolerant and monitored data contribution processes. In addition, the overall fault tolerance of JUSTIS should be examined in the context of meeting new data availability needs of the users. This requires consideration of recovery processes at the user agency level should there be a failure in the data contribution process. There is no way to stop offender processing upon system failure. We must have a fail-safe information base from which day-to-day operations are supported. Simplicity appears to be very requisite to the success of the future relationships. The USAO representatives suggested this simplicity with the diagram that follows:



IJIS TECHNICAL ARCHITECTURE (First Draft)



We draw the attention of the reader to the assumptions listed on the diagram:

Assumptions:

1. IJIS will fully support bidirectional document exchange with USAO
2. IJIS will route data and documents on a quasi-real time basis.
3. ITAC will provide the middleware software to fully support message brokering services (with customization)
4. **ITAC will provide a high-availability computing environment with data recovery and mission-critical systems support (emphasis mine)**

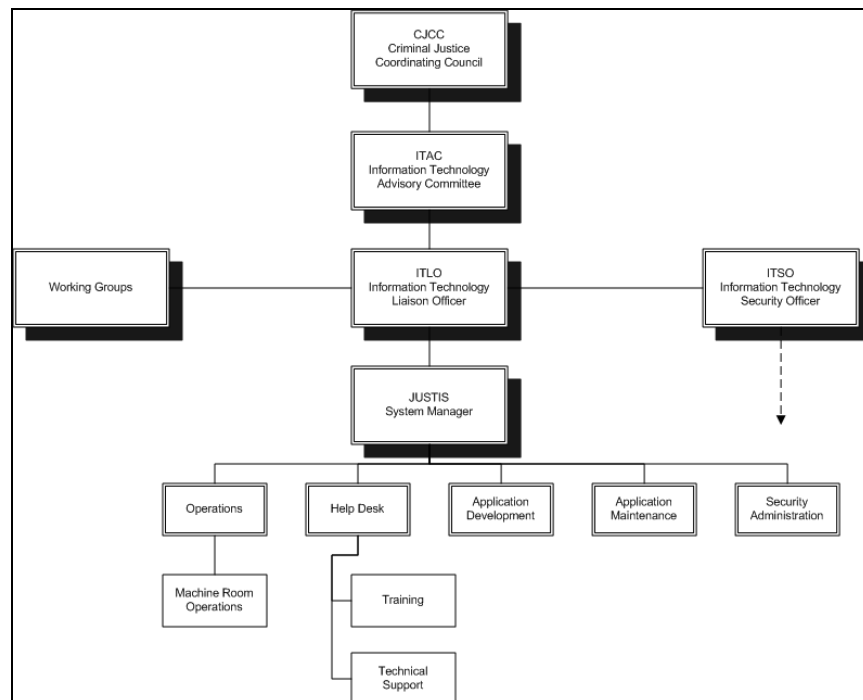
The forth assumption, above, is the only place in the Final Report that a minimum level of support requirement is addressed. It is recommended that the ITAC and the Courts examine and define the responsibilities of each party: the IJIS, the JUSTIS, the agency system. These responsibilities include, but are not limited to, the design, review and acceptance of the design, funding, development, implementation, and acceptance testing.

All parties to this must accept their individual responsibilities, and recognize them within both the scope of the total system and the entire justice community.

In the role of staff and advisor to the ITAC, the ITLO counsels that the JUSTIS system will be the weak link in this chain of systems and agencies unless significant changes to support are made. Without a funding stream or a functional organization, JUSTIS is invisible to government substantiation. The system has neither status nor priority within the responsibilities of D.C. government. While JUSTIS was a Proof of Concept, even later in the earlier phases, this transitory status was acceptable, even appropriate, with the Arrest Core Data Transfer, the accessibility of Stay-Away Orders, and now with the responsibility to serve as the user interface

to the courts; this provisional status must be addressed. The criminal justice community is now faced, once and for all, with the decision: JSTIS or no JUSTIS. If the decision is in the affirmative, then the requirements for the Phase Three Blueprint published February 20, 2003 need to be revisited, reviewed and implemented. Particular attention must be made to both mission recognition and the consequent organizational requirements.

Drawn from that Blueprint, the organizational structure is pictured below and emphasis is provided to the roles and responsibilities of both the CJCC and the ITAC, as they pertain to JUSTIS. The ITAC and CJCC need to face strategic decisions regarding JUSTIS, perhaps starting with reconsideration of the Blueprint documentation below.



CJCC

The CJCC mission statement

The mission of the Criminal Justice Coordinating Council (CJCC) is to serve as the forum for identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety and the related criminal and juvenile justice services for District of Columbia residents, visitors, victims, and offenders. The CJCC draws upon local and federal agencies and individuals to develop recommendations and strategies for accomplishing this mission. Our guiding principles are creative collaboration, community involvement, and effective resource utilization. **We are committed to developing targeted funding strategies and comprehensive management information through integrated information technology systems** and social science research in order to achieve our goal.



One of the responsibilities of CJCC in conducting its mission is to set the overall direction and mission for ITAC. The CJCC sets ITAC information technology mission for intra-justice agency collaboration.

ITAC

Mission

The Information Technology Advisory Committee shall advise and recommend on matters pertaining to the funding, development, operation, maintenance and monitoring of a Justice Information System to improve public safety and the related criminal and juvenile justice services for the District of Columbia residents, visitors, victims and offenders.

Recognizing the need for “...comprehensive management information through integrated information technology systems...” **the Interagency Agreement established an information Technology Advisory Committee (ITAC) to serve as the governance body for system development.** The Interagency Agreement also established a set of guiding principles:

- Recognize the primacy of each justice agency mission
- Facilitate collaborative solutions to justice information challenges
- Commit to the quality and integrity of justice data
- Implement effective data and system security
- Respect the confidentiality of information and individual privacy
- Establish of system-wide standards, supported by common identifiers and positive identification
- Nurture agency and community requirements for research and public access
- Provide for long term performance monitoring and evaluation

In effect, the ITAC carries out the mission it is given by CJCC and has the responsibility to:

- Identify the community expansion of JUSTIS participants
- Identify the functional expansion of JUSTIS capabilities
- Prioritize the order of implementation of the above expansions
- Manage, Control and Monitor the implementation of JUSTIS

Information Technology Liaison Officer (ITLO)

The ITAC requires staff resources to for the practical day-to-day administrative activities of the Committee. This staff resource must also function as an ombudsman and liaison between the ITAC; the Executive Director of the Criminal Justice Coordinating Council, Working Group Chairs, and agencies which provide



and procure fiscal and technical support such as OGMD, OCTO, the CFO and CPO. The ITLO will also communicate directly with justice agency personnel. The ITLO serves as the manager of system planning and development.



ITAC Virtual Office And Document Listing



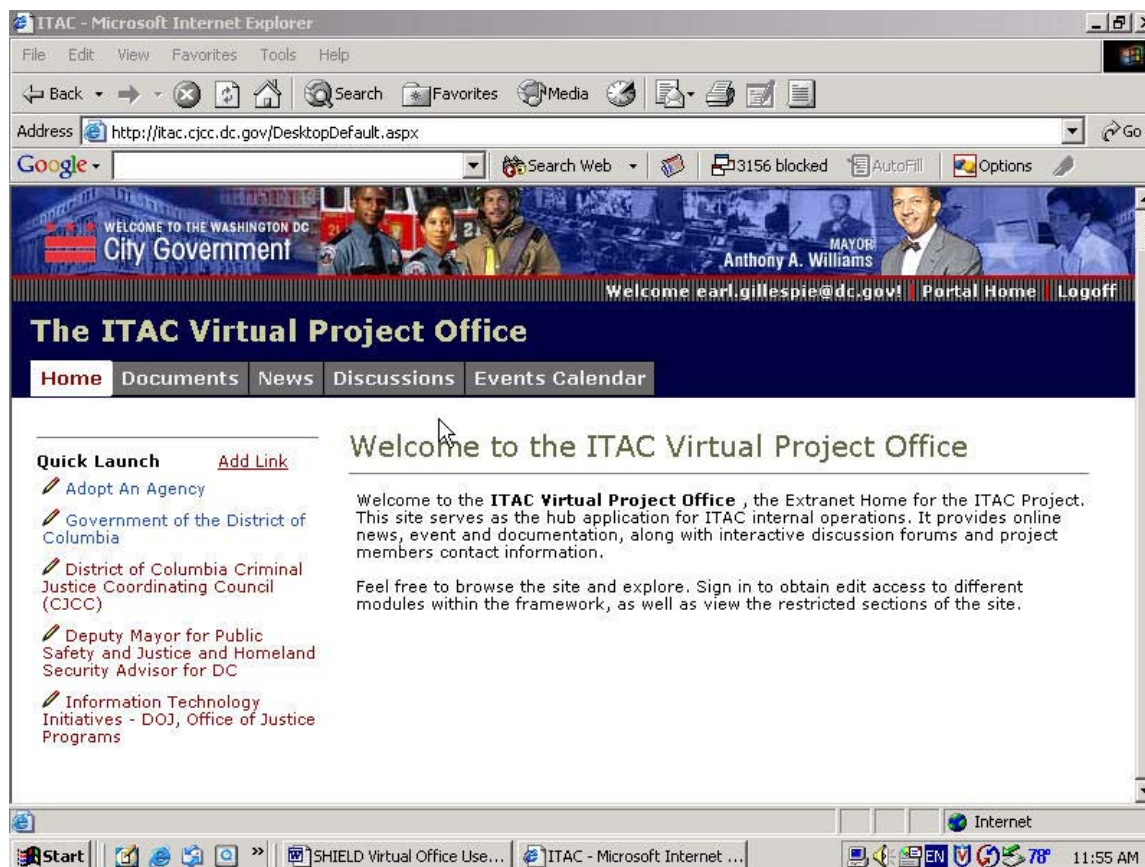
The Information Technology Advisory Committee Virtual Office

The ITAC Virtual Office was developed by the D.C. Office of the Chief Technology Officer. The ITAC wishes to thank CTO Suzanne Peck and ITAC member Mr. Vic Grimes for being instrumental to the development and continued support for this private website.

The ITAC uses this website for all ITAC associated projects and activities. The "T.1" prefix denotes all documentation from the CCDT Working Group. Visitors are encouraged to review other documentation found on the website to gain a broader understanding of all ITAC interaction with the justice community.

The ITAC Virtual Office is found at:

<http://itac.cjcc.dc.gov>





The Court Core Data Transfer Working Group (CCDT) Information starts with the prefix

T.1

Court Core Data Transfer Working Group Document List Excerpt:

T.1 Agency Automated Documents Requirements	earl.gillespie@dc.gov	Form	8/23/2004
T.1 Agency Automated Documents Requirements - Directions	earl.gillespie@dc.gov	Directions	8/23/2004
T.1 Agency Selection of Court Data Items	anne.grant@dc.gov	Format	8/23/2004
T.1 Aggregate Automated Document Exchange Requirements	earl.gillespie@dc.gov	Draft	9/2/2004
T.1 Aggregate Agency Selection of Court Data Items	earl.gillespie@dc.gov	First Draft	9/2/2004
T.1 Aggregate Court Data Conversion Requirements by Date	earl.gillespie@dc.gov	Chart	9/1/2004
T.1 Arrest Core Data - Data Item List	earl.gillespie@dc.gov	Data List	8/17/2004
T.1 CCDT Meeting notes 08/09/04	earl.gillespie@dc.gov	Meeting notes	8/11/2004
T.1 CCDT Meeting Notes 08/16/04	earl.gillespie@dc.gov	Meeting notes	8/17/2004
T.1 CCDT Meeting Notes 08/23/04	earl.gillespie@dc.gov	Meeting Notes	8/24/2004
T.1 CCDT Meeting Notes 08/30/04	earl.gillespie@dc.gov	Notes	9/1/2004
T.1 CCDT Status Report 08/11/04	earl.gillespie@dc.gov	Status Report	8/11/2004
T.1 CCDT Status Report 07/08/04	earl.gillespie@dc.gov	Project Status	7/13/2004
T.1 CCDT Status Report 08/17/04	earl.gillespie@dc.gov	Status	8/18/2004
T.1 CCDT Status Report 08/23/04	earl.gillespie@dc.gov	Status	8/23/2004



T.1 CCDT Status Report 08/30/04	earl.gillespie@dc.gov	Status	9/1/2004
T.1 CIC Data Field Explanations	earl.gillespie@dc.gov	Definitions	8/20/2004
T.1 CIS Data Field Definition Chart	earl.gillespie@dc.gov	Suggested Format	8/9/2004
T.1 Consolidated Data Worksheet 08/16/04	earl.gillespie@dc.gov	Excel Work Sheet	8/17/2004
T.1 Court Core Data Presentation to the ITAC 06/24/04	earl.gillespie@dc.gov	Presentation	7/2/2004
T.1 DCDC Court Data in JACCS	reena.chakraborty@dc.gov	DCDC Data Dictionary for DCSC Data	8/20/2004
T.1 DCSC CIS Record Descriptions	david.kennamer@dc.gov	Data Format	8/13/2004
T.1 Final CCDT Plan 07-22-04	earl.gillespie@dc.gov	Final	7/19/2004
T.1 Form to Join CCDT Working Group	earl.gillespie@dc.gov	Form	6/29/2004
T.1 IJIS Status Orientation Presentation 08/02/04	earl.gillespie@dc.gov	Presentation	8/17/2004
T.1 Invitation to Join the ITAC Court Core Data Transfer Working Group	earl.gillespie@dc.gov	Email	6/29/2004
T.1 ITAC Legislative Working Group Final Report	earl.gillespie@dc.gov	FINAL Report	8/11/2004
T.1 ITAC Tracking Number (perslog) Flow Chart	earl.gillespie@dc.gov	FINAL	8/17/2004
T.1 ITAC Tracking Number Working Group Final Report	earl.gillespie@dc.gov	Final Report	8/17/2004
T.1 PDS Court Data Transfer Element Requirements	lvallone@pdsdc.org		8/30/2004
T.1 PSA PRISM Court Data Presentation 08/30/04	earl.gillespie@dc.gov	Presentation	9/1/2004
T.1 USAO CIS Data Definitions	earl.gillespie@dc.gov	USAO Data Fields	8/9/2004
T.1 USAO Court Process Chart	earl.gillespie@dc.gov	Suggested Format	8/9/2004
T-1 CCDT Working Group Agenda 07-06-04	earl.gillespie@dc.gov	Agenda	6/30/2004
T-1 Preliminary Plan for First Meeting 07-06-04	earl.gillespie@dc.gov	Draft Action Plan	7/2/2004
T1.Superior Court CIS Record Counts	graftod@dcsc.gov	spreadsheet	



Court Core Data Transfer Status Reports

Entries on the following Weekly Status Reports are in colors: **black** type represents “boiler plate” information that either is seldom or never changed significantly; **blue** type represent newly entered data for this particular report; **red** type represents significant changes or information of concern.



ITAC Court Core Data Transfer Project Update CCDT

07-07-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the Courts and their IJIS design and implementation, allowing the data contribution authorized by the Courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a Court core data transfer process to benefit the entire JUSTIS community.

Deliverables

- Documentation of Court:
 - Plans
 - Schedule
 - File & Data definitions and layout
 - Presentation method / record layouts – screen designs
 - Data availability schedule
- Documentation of Individual Agency Detailed Descriptions of both Current & Anticipated Utilization of Court Data
 - JUSTIS members:
 - For each utilizing Court data process:
 - What process is Court data used for?
 - (Does anyone remember how to flow chart?)
 - From which agency is it obtained
 - How is the data obtained?
 - What is the specific data obtained?
 - Do you anticipate change?
 - When
 - Courts:
 - For each “post” process where agency data is provided:
(Post process is defined as when the Court has provided data and expects that data to be updated, augmented, or when the Court expects agency data in response)
 - What process is agency data used for?
 - From which agency is it obtained
 - How is the data obtained?
 - What is the specific data obtained?



Do you anticipate change?
When

- Documentation of Individual Agency Data Requirements
 - For each process: (see above)
 - Review & confirm how data is used
 - Review & confirm how & from where data is obtained
 - Review & confirm current list of data
 - Identify any additional data requirements – specific data elements
 - Courts: (see above)
 - Review & confirm
 - Individual Statements of Agency Time Requirements
 - For each process & subsequent set of associated data
 - What is the current / actual delivery schedule?
 - What are the maximum and minimum limits to delivery?
(want vs. must)
 - Courts: ditto
 - Documentation & Prioritization of Acceptable Delivery Methods
 - For each process & subsequent set of associated data
 - What are the alternative acceptable delivery methods and media?
 - Courts: Ditto
 - Unified Documentation of “Community” Data Requirements and Time Requirements
 - As a group:
 - Combine each of the sets of individual deliverables into a view of the “Community” business process
 - Flowchart & document the entire process
 - Screen Displays & Record Layouts for User Consumption
 - As a group:
 - Add screen designs and/or record layouts to the above
- **Major Activities Completed This Reporting Period**
1. Obtained permission to proceed with first steps from ITAC
 2. Announced CCDT Working Group
 3. Issued three invitations to participate
 4. Had project preparation meeting with JUSTIS Security officer
 5. Met with IJIS team members to discuss project
 6. Communicated with / received direction from Chief Judge King, Superior Court Judge Brook Hedge
 7. Prepared documents for initial CCDC meeting
 8. Held CCDT introductory meeting
 9. Obtained concurrence on Work Plan & Deliverables
 10. Set work schedule
 11. Established & circulated initial membership lists
 - a. ITLO announced that: participants are expected to represent their agency, if they cannot, they should not participate



- b. unlike the ACDT project, no attempt will be made to compensate for agencies not participating in this Working Group; after the deliverables are completed, resources for change will be the responsibility of the individual agencies

■ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

Subcontractors: N/A

This project will not utilize ITAC sub-contractors

Project Management:

1. Update, correct and add to membership list, "cc list
2. Update, correct and add to Work Plan and Deliverables, as suggested by membership
3. Prepare first Status Report
4. Prepare 07/22/04 CCDT update for ITAC
5. Request permission to proceed from ITAC on -7/22/04
6. Brief JUSTIS Security Officer on objectives of next work session
7. Brief IJIS participants on objectives of next work session

Project Working Group:

1. No assignment to the group, in general. Asked to check contact information and to use their peer networking to attempt to make certain other agencies and critical personnel are aware of the group.
2. The IJIS Team, should ITAC give permission to proceed, will be asked to offer a presentation of the plans, policies and practices that make the foundation of the IJIS system build at the 07/26/04 work session.

■ **Project Schedule**

This project will make every effort to conclude by 09/30/04

The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

■ **06/24/04 – Agreement to Proceed with CCDT Working Group Activities**

■ **07/06/04 - Agency / Participants Identified**

■ **07/06/04 - Bi-weekly work Sessions Scheduled**

■ **07/22/04 - Review and Modification of Presentation for ITAC – Good to Go**

■ **07/26/04 - Court Presentation of Detailed IJIS Criminal Objectives and Schedule**

■ **08/02/04 - Court Presentation of Criminal Data Dictionary**

■ **08/09/04 - Individual Descriptions of Agency Court Data Utilization**



- 08/16/04 - Individual Agency Court Data Requirements
- 08/23/04 - Individual Agency Data Delivery Requirements
- 08/30/04 - Data / Record Layout Requirements
- 09/06/04 – No work Session
- 09/13/04 - Data / Record Layout Requirements
- 08/20/04 - Screen / Document Requirements
- 09/27/04 - Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

■ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

■ **Issues of Concern**

Open Issues of Concern

1. Although the number of individuals representing different portions of member agencies are participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.
2. The ITAC will be required to approve the project and give permission to proceed
3. The ITLO did not anticipate use of document/file transfers; the Courts will need to identify the most appropriate opportunities for document creation and transfer
4. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”

Closed Issues of Concern

● **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces



ITAC Court Core Data Transfer Project Update CCDT 07-23-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

1. Met with CCDT Working Group.
2. Reviewed and plans and documentation.
3. Answered questions and received excellent court input.
4. Presented modified CCDT Plan to ITAC.
5. ITAC gave the CCDT Working Group permission to proceed.
6. Established & circulated initial membership lists
7. ITLO announced that:
 - c. participants are expected to represent their agency, if they cannot, they should not participate
 - d. unlike the ACDT project, no attempt will be made to compensate for agencies not participating in this Working Group; after the deliverables are completed, resources for change will be the responsibility of the individual agencies

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

**Subcontractors: N/A**

This project will not utilize ITAC sub-contractors

Project Management:

1. Update, correct and add to membership list, "cc list
2. Update, correct and add to Work Plan and Deliverables, as suggested by membership
3. Support courts if needed, for 1st CCDT Working Group Presentation
4. Brief Dave Kenamer to chair the CCDT meetings in my absence.

Project Working Group:

1. No assignment to the group, in general.
2. The IJIS Team, should ITAC give permission to proceed, will be asked to offer a presentation of the plans, policies and practices that make the foundation of the IJIS system build at the 07/26/04 work session.

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04
The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, [Data Sharing Standards, Policies and Practices](#)
- **08/16/04** - Individual Descriptions of Agency Court Data Utilization [and Court's Agency Data Utilization](#)
- **08/23/04** - Individual Agency Court Data Requirements [and Court's Agency Data Requirements](#)
- **08/30/04** - Individual Agency Data Delivery Requirements
- **09/06/04** – Data / Record Layout Requirements & [Screen / Document Requirements \(moved up in schedule\)](#)
- **09/13/04** – No work Session - Holiday
- **09/20/04** - Final Draft & Closing Review, Prepare Presentation
- **09/23/04** -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC



▪ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

▪ **Issues of Concern**

Open Issues of Concern

1. Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.

Closed Issues of Concern

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. The ITAC will be required to approve the project and give permission to proceed.
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”

• **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces



ITAC Court Core Data Transfer Project Update CCDT

08-11-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

1. Met with CCDT Working Group.
2. Established & circulated initial membership/attendance list
3. ITLO announced that:
 - i. participants are expected to represent their agency, and turn in only one work product per agency.
 - ii. unlike the ACDT project, no attempt will be made to compensate for agencies not participating in this Working Group; after the deliverables are completed, resources for change will be the responsibility of the individual agencies
4. Notes from CCDT 08/09/04 Work Session posted on Virtual Office
5. ITAC Legislative Working Group Final Report posted on Virtual Office
6. Maryland Standardized Charge Code copy located and portions copied for CCDT Work Group

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

**Subcontractors: N/A**

This project will not utilize ITAC sub-contractors

Project Management:

1. Update, correct and add to membership list
2. Provide a copy of the study completed by the ITAC Legislation Working Group which addresses the issue of CHRI and a Central Repository to the CCDT Working Group.
3. Provide a copy of a portion of the charge code table developed in a neighboring state.
4. Request a copy of the court's PowerPoint presentation from the 08//02/04 work session for the Virtual Office.
5. Request soft copies of all agency work products.
6. Prepare for the next CCDT meeting.

Project Working Group:**Agencies:**

- 1) Please identify any archive files maintained by the agencies which contain / duplicate "old" court data.
- 2) Please identify, by year, the data the agency would require the courts convert and make available to the agency for each type of charge listed below. Also include whether the data would represent only convictions or all cases. Please expand the "charge type" as necessary.
Types:
 - DC misdemeanors
 - Traffic
 - US misdemeanors
 - Felonies
 - SP / Fugitive
- 3) Please include DC Tracking Number in the data identified to be made available by the courts.
- 4) Please provide for input and maintenance of the DC Tracking Number in the agency data base.
- 5) Please provide for the DC Tracking Number to be passed to the courts as agency input as both data and document transfer.
- 6) Please list the agency business processes which require court data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as "T.1 USAO Court Process Chart")
- 7) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as "T.1 CIS Data Field Definition Chart")
- 8) Please include, as additional columns or in the comments as appropriate:
 - the best delivery method – for example "push as data", "electronic transfer of document", paper document, etc.
 - the best timing of the delivery.
- 9) Please make a "wish list" using the chart identified above, of data which the agency currently does not receive from the courts (and/or such court data obtained from third



parties). Please identify such data as either “mission critical” or “desirable” in the comments column.

- 10) Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received. [Copies for work group.](#)

Courts:

- 1) Please define “archive”. [Copies for work group.](#)
- 2) Please list the court business processes which require agency data. [Copies for work group.](#) (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as “[T.1 USAO Court Process Chart](#)”)
- 3) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as “[T.1 CIS Data Field Definition Chart](#)”)
- 4) Please include, as additional columns or in the comments as appropriate:
 - a. the best delivery method – for example “push as data”, “electronic transfer of document”, paper document, etc.
 - b. the best timing of the delivery.
- 5) Please make a “wish list” using the chart identified above, of data which the court currently does not receive from the agencies (and/or such agency data obtained from third parties). Please identify such data as either “mission critical” or “desirable” in the comments column.
- 6) Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received. [Copies for work group.](#)

■ **Project Schedule**

This project will make every effort to conclude by 09/30/04
The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, Data Sharing Standards, Policies and Practices
- **08/16/04** - Individual Descriptions of Agency Court Data Utilization and Court’s Agency Data Utilization
- **08/23/04** - Individual Agency Court Data Requirements and Court’s Agency Data Requirements
- **08/30/04** - Individual Agency Data Delivery Requirements



- 09/06/04 – No work Session - Holiday
- 09/13/04 – Data / Record Layout Requirements & Screen / Document Requirements
- 09/20/04 - Final Draft & Closing Review, Prepare Presentation
- 09/23/04 -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

■ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

No Budget – each agency is participating using existing resources.

■ **Issues of Concern**

Open Issues of Concern

1. None

Closed Issues of Concern

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. The ITAC will be required to approve the project and give permission to proceed
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”
4. Resolution: All agencies have been notified of the activity and invited to participate. The project schedule will not allow a “hold” while other agencies make a determination to participate. “The train has left the station.” The US Marshal Service visited the ITLO and Security Officer and has been invited to join the effort. Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.

• **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA



ITAC Court Core Data Transfer Project Update CCDT

08-17-04

Updated 08/18/04
See “Issues of Concern”

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

- 1) Met with CCDT Working Group.
- 2) Updated & circulated initial membership/attendance list
- 3) ITLO announced that while all participants are expected to represent their agency, one work product per agency may be turned in.
- 4) Maryland Standardized Charge Code URL identified and shared.
- 5) Agencies prepared their work assignments.

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

Subcontractors: N/A

This project will not utilize ITAC sub-contractors

Project Management:

1. Continue to update, correct and add to membership list



2. Provide a copy of the study completed by the ITAC Tracking Number Working Group which addresses the “perslog” file and the various lock-up lists.
3. Provide the list of data items currently available for “push”, or automatic entry, to each JUSTIS user agency. This allows a copy of arrest data to be sent to every agency approximately hourly.
4. Post a copy of the court’s PowerPoint presentation from the 08//02/04 work session for the Virtual Office.
5. Prepare and post a copy of the Meeting Notes from 08/16/04 CCDT Working Group.
6. Request soft copies of all agency work products.
7. Send out a preferred data collection format for next week’s assignment.
8. Adjust schedule to reflect outstanding achievements by agency representatives.
9. Prepare for the next CCDT meeting.

Project Working Group:

Agencies:

- 11) **Please** send soft copies of this week’s work products, either WORD or EXCEL to the moderator at earl.gillespie@dc.gov
- 12) Please review your list(s) of data items in light of the discussions from the 08/16 work session and submit a consolidated list of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a “wish list” item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s). [Copies for work group.](#)

Courts:

- 13) The courts will do the same, but in “reverse”, that is, their list will reflect court data requirements from agencies. [Copies for work group.](#)

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04
The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

Due to the comprehensive quality of the agency work products, the CCDT working Group is ahead of schedule. The moderator will advance the schedule to reflect this accomplishment.

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule



- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, Data Sharing Standards, Policies and Practices
- **08/16/04** - Individual Descriptions of Agency Court Data Utilization and Court's Agency Data Utilization
- ~~08/23/04 - Individual Agency Court Data Requirements and Court's Agency Data Requirements~~ **Individual Agency Data Delivery Requirements**
- ~~08/30/04 - Individual Agency Data Delivery Requirements~~ **Data / Record Layout Requirements & Screen / Document Requirements**
- 09/06/04 – No work Session - Holiday
- 09/13/04 – ~~Data / Record Layout Requirements & Screen / Document Requirements~~ **Final Draft**
- 09/20/04 - ~~Final Draft & Closing Review, Prepare Presentation~~ **Closing Review, Prepare Presentation** **Extra Work Session – if Required**
- 09/23/04 -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

■ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

No Budget – each agency is participating using existing resources.

■ **Issues of Concern**

Open Issues of Concern

1. ~~None~~
2. The MPD reported data quality issues that must be examined in detail prior to conversion of court data:
 - i. There must be an examination to determine if arrest data submitted automatically to the courts properly overwrite/updates court files
 - ii. There must be an examination of court data on CJIS where more than ten (10) charges are sent from the court. Charges in excess of 10 may inadvertently be written to the next arrest record.
 - iii. If charges are inadvertently written to an incorrect record, errors will be found in the disposition fields.

Closed Issues of Concern

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. The ITAC will be required to approve the project and give permission to proceed
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”
4. Resolution: All agencies have been notified of the activity and invited to participate. The project schedule will not allow a “hold” while other agencies make a determination to participate. “The train has left the station.” The US Marshal Service visited the ITLO and Security Officer and has been invited to join the effort. Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.

- **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces



ITAC Court Core Data Transfer Project Update CCDT

08-23-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

1. Met with CCDT Working Group.
2. Updated & circulated initial membership/attendance list – again
3. The Agency Data Conversion Requirements Chart was finalized and placed on the virtual office.
4. ITLO announced that while all participants are expected to represent their agency, one work product per agency may be turned in.
5. The Court Data Item list was updated for missing items & on virtual office
6. A grouping of court data items was sent in and placed on virtual office
7. A number of agencies indicated they could not complete the data item selection lists in time for the 8/23 work session.
8. An Automated Document Requirements Chart and a set of Directions were completed and placed on the virtual office.

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

Subcontractors: N/A

This project will not utilize ITAC sub-contractors

Project Management:



1. Continue to update, correct and add to membership list
2. Provide a "final" update to the court data items list & place update on virtual office by 08/24/04.
3. Start a consolidated Agency Court Data Items Requirements List
4. Prepare and post a copy of the Meeting Notes from 08/23/04 CCDT Working Group.
5. Request soft copies of all agency work products.
6. Prepare for the next CCDT meeting.

Project Working Group:

Agencies:

- 1) **Please** send soft copies of this week's work products, either WORD or EXCEL to the moderator at earl.gillespie@dc.gov
- 2) Please review and complete your 08/23/04 list(s) of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a "wish list" item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s). Copies for work group. To be turned in as both electronic and hard copies by 08/30/04.
- 3) Please complete your first draft of the agency view(s), opinions and/or presentations of how the new DCSC response to a query should be designed, for 08/30/04 work session.
- 4) Please complete your first draft of the automated documents and their transmission paths requirements chart for 08/30/04

Courts:

- 5) Courts will offer a listing of the volume of information, by year, currently available for conversion considerations.
- 6) The courts will do the same as #2, but in "reverse", that is, their data requirements list will reflect court data requirements from agencies. Copies for work group.
- 7) The courts will do the same as #3, but in "reverse", that is, their query response will reflect court concepts and/or experiences from earlier phases of this project. Copies for work group.
- 8) The courts will do the same as #4, but in "reverse", that is, their automated documents and document flows requirements will reflect court document requirements from other agencies. Copies for work group.

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04
The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

Due to the comprehensive reviews and the number of possible involved parties at the agency levels, the Data Requirements Charts could not all be completed this week. They will be prepared for next week, as will be the assignments originally scheduled for next week. This should bring us back on schedule.

- **06/24/04** – Agreement to Proceed with CCDT Working Group Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, Data Sharing Standards, Policies and Practices
- **08/16/04** - Individual Descriptions of Agency Court Data Utilization and Court's Agency Data Utilization
- ~~08/23/04 - Individual Agency Court Data Requirements and Court's Agency Data Requirements~~ Individual Agency Data Delivery Requirements
- ~~08/30/04 - Individual Agency Data Delivery Requirements~~ **Individual Agency Data Delivery Requirements AND Data / Record Layout Requirements & Screen / Document Requirements**
- 09/06/04 – No work Session - Holiday
- ~~09/13/04 – Data / Record Layout Requirements & Screen / Document Requirements~~ **Final Draft Closing Review, Prepare Presentation**
- ~~09/20/04 - Final Draft & Closing Review, Prepare Presentation~~ **Extra Work Session – if Required**
- 09/23/04 -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

■ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

No Budget – each agency is participating using existing resources.

■ **Issues of Concern**

Open Issues of Concern

1. The MPD reported data quality issues that must be examined in detail prior to conversion of court data:
 - b. There must be an examination to determine if arrest data submitted automatically to the courts properly overwrite/updates court files
 - c. There must be an examination of court data on CJIS where more than ten (10) charges are sent from the court. Charges in excess of 10 may inadvertently be written to the next arrest record.
 - d. If charges are inadvertently written to an incorrect record, errors will be found in the disposition fields.



Closed Issues of Concern

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. **The ITAC will be required to approve the project and give permission to proceed**
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. **The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer**
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. **The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”**
4. Resolution: All agencies have been notified of the activity and invited to participate. The project schedule will not allow a “hold” while other agencies make a determination to participate. “The train has left the station.” The US Marshal Service visited the ITLO and Security Officer and has been invited to join the effort. **Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.**

- **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces



ITAC Court Core Data Transfer Project Update CCDT 08-30-04

(The purpose of this document is to collect input for the ITAC)

▪ **Project Name**

Superior Court Core Data Transfer Working Group, CCDT.

▪ **Executive Summary**

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

▪ **Major Activities Completed This Reporting Period**

1. Met with CCDT Working Group.
2. Updated & circulated initial membership/attendance list – again
3. The Agency Data Conversion Requirements Chart was finalized and placed on the virtual office.
4. ITLO announced that while all participants are expected to represent their agency, one work product per agency may be turned in.
5. The Court Data Item list was updated for missing items & on virtual office
6. A grouping of court data items was sent in and placed on virtual office
7. A number of agencies indicated they could not complete the data item selection lists in time for the 8/23 work session.
8. An Automated Document Requirements Chart and a set of Directions were completed and placed on the virtual office.

▪ **Major Activities Planned for Next Reporting Period**

Contractor: N/A

This project will not utilize ITAC contractors

Subcontractors: N/A

This project will not utilize ITAC sub-contractors

Project Management:



1. Continue to update, correct and add to membership list
2. Provide a "final" update to the court data items list & place update on virtual office by 08/24/04.
3. Start a consolidated Agency Court Data Items Requirements List
4. Prepare and post a copy of the Meeting Notes from 08/23/04 CCDT Working Group.
5. Request soft copies of all agency work products.
6. Prepare for the next CCDT meeting.

Project Working Group:

Agencies:

- 1) **Please** send soft copies of this week's work products, either WORD or EXCEL to the moderator at earl.gillespie@dc.gov
- 2) Please review and complete your 08/23/04 list(s) of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a "wish list" item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s). Copies for work group. To be turned in as both electronic and hard copies by 08/30/04.
- 3) Please complete your first draft of the agency view(s), opinions and/or presentations of how the new DCSC response to a query should be designed, for 08/30/04 work session.
- 4) Please complete your first draft of the automated documents and their transmission paths requirements chart for 08/30/04

Courts:

- 5) Courts will offer a listing of the volume of information, by year, currently available for conversion considerations.
- 6) The courts will do the same as #2, but in "reverse", that is, their data requirements list will reflect court data requirements from agencies. Copies for work group.
- 7) The courts will do the same as #3, but in "reverse", that is, their query response will reflect court concepts and/or experiences from earlier phases of this project. Copies for work group.
- 8) The courts will do the same as #4, but in "reverse", that is, their automated documents and document flows requirements will reflect court document requirements from other agencies. Copies for work group.

▪ **Project Schedule**

This project will make every effort to conclude by 09/30/04
The project in its _1st_ week on the date of this report.

The project is / is not on schedule. If not, why not, how long.

Due to the comprehensive reviews and the number of possible involved parties at the agency levels, the Data Requirements Charts could not all be completed this week. They will be prepared for next week, as will be the assignments originally scheduled for next week. This should bring us back on schedule.



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- **07/26/04** – No meeting
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- ~~08/23/04 - Individual Agency Court Data Requirements and Court's Agency Data Requirements Individual Agency Data Delivery Requirements~~
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- 09/06/04 – No work Session - Holiday
- ~~09/13/04 – Data / Record Layout Requirements & Screen / Document Requirements~~ **Final Draft Closing Review, Prepare Presentation**
- ~~09/20/04 - Final Draft & Closing Review, Prepare Presentation~~ **Extra Work Session – if Required**
- 09/23/04 -Comprehensive Data Requirements Document, Prioritized Delivery Requirements Presented as Final Report to ITAC

■ **Project Cost**

Total baseline budget – N/A

Revised budgets and justification/authorization for revisions - N/A

Budget Spreadsheet- N/A

No Budget – each agency is participating using existing resources.

■ **Issues of Concern**

Open Issues of Concern

1. Is there a final disposition field? We couldn't find one and are wondering how we would know which disposition should be considered final.
2. Why are no charge count fields included on this list? As Deloris Hunter, our Records Manager noted, the count may be a way of determining what charge to match to our original arrest charge, because the court can take one arrest charge and create several counts. [I do realize the date to add new fields has passed, but I thought I would check on this].
3. There are several charge codes. Which one does the court populate with their charge code, because their charge code is different from the MPD "original" arrest code.



2. The MPD reported data quality issues that must be examined in detail prior to conversion of court data:
 - e. There must be an examination to determine if arrest data submitted automatically to the courts properly overwrite/updates court files
 - f. There must be an examination of court data on CJIS where more than ten (10) charges are sent from the court. Charges in excess of 10 may inadvertently be written to the next arrest record.
 - g. If charges are inadvertently written to an incorrect record, errors will be found in the disposition fields.

Closed Issues of Concern

1. Resolution: The ITAC has given the CCDT Working Group permission to proceed. The ITAC will be required to approve the project and give permission to proceed
2. Resolution: The Court Project Manager recognized this deficiency and will provide leadership on these subjects during the course of the project. The ITLO did not anticipate use of document/file transfers; the courts will need to identify the most appropriate opportunities for document creation and transfer
3. Resolution: The DCSC CIO has discussed the issue with his project team and vendors. The court expects to be using GJJXDM by December. The use of the Global Justice XML Data Model 3.0 is considered mandatory by ITAC agencies for all future efforts. It is an important portion of JUSTIS Phase 4. The IJIS project utilizes Legal XML. The two are not compatible nor are the “translatable.”
4. Resolution: All agencies have been notified of the activity and invited to participate. The project schedule will not allow a “hold” while other agencies make a determination to participate. “The train has left the station.” The US Marshal Service visited the ITLO and Security Officer and has been invited to join the effort. Although the number of individuals representing different portions of member agencies is participating, not all agencies are represented. Missing, in particular, are users such as the State Department and FBI, and partners from HIDTA and CapWIN.

- **Related Projects**

1. JUSTIS Phase Four
2. SHIELD Implementation
3. CapWIN & HIDTA interfaces



CCDT Meeting Notes



ITAC Court Core Data Transfer Project Meeting Notes

August 9, 2004

These notes will be followed by a more structured Status Report posted later this week.

Mr. Dave Kennamer initiated the meeting with a review of the purpose of these work sessions and more specifically the high lights from the last work session. We will ask Mr. Greg Hale to place the slides from his excellent discussion last week on the JUSTIS Virtual Office.

Mr. Dan Cipullo led the court discussions with an examination of the age of data that will be converted. Court data extends back to 1978. The questions raised included:

- Will all court data be converted
- Can / how would “old” data be updated
- Should each agency have a copy of converted data
- How would the court archive be structured / accessed

There was a great deal of discussion regarding whether copies of converted data should be maintained by agencies. While an agency has business processes that require compilations and aggregations of data, and individual summaries for both analysis and classification activities, many participants felt that “one true copy” of data must be a constant and the courts archive should serve that purpose. Prior to a finalization of this discussion, the courts will need to define the archive they will maintain, the data therein, access methodologies and the ability of an agency to utilize that archive. This discussion led to an assignment for the courts for the next work session. See “Assignments”.

Mr. Cipullo also mentioned two other issues:

- Maintenance responsibility of CHRI by the courts
- Charge Code standardization

The courts will encourage, and support, the use of the DC Tracking Number so that all portions of a criminal cycle can be joined to form a complete record of activity. Dan does not feel it is appropriate for a judicial agency to be a de facto Central Repository. This issue was studied, in detail, by a prior ITAC Legislative Working Group. JUSTIS staff will be asked to make that document available. See Assignments.

Dan initiated a discussion of standardization of charge codes. While there was general support for such an effort, there was any number of questions. The moderator asked that the discussion not be addressed as an issue for the CCDT Working Group inasmuch as it might distract from completing our work within our aggressive schedule. The discussion of charge codes will continue, it is certain.



The courts also indicated that electronic transfer of documents, to and from the court, are to be included in this Working Group's work product. As a consequence, both the courts and the agencies will include "document" as a data transfer / input media.

The discussions created an opportunity to define work products for next week's work session. They include:

(**Note** – please bring a minimum of two copies of all work products; one for your use and one to be turned in to the work session moderator for Working Group records. Some work products, identified by "copies for work group" should be provided to all participants. It appears that 25 copies will be normally sufficient.)

ASSIGNMENTS:

Agencies:

- 9) Please identify any archive files maintained by the agency which contain / duplicates "old" court data.
- 10) Please identify, by year, the data the agency would require the courts convert and make available to the agency for each type of charge listed below. Also include whether the data would represent only convictions or all cases. Please expand the "charge type" as necessary.

Types:

- DC misdemeanors
- Traffic
- US misdemeanors
- Felonies
- SP / Fugitive

- 11) Please include DC Tracking Number in the data identified to be made available by the courts.
- 12) Please provide for input and maintenance of the DC Tracking Number in the agency data base.
- 13) Please provide for the DC Tracking Number to be passed to the courts as agency input as both data and document transfer.
- 14) Please list the agency business processes which require court data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as "[T.1 USAO Court Process Chart](#)")
- 15) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as "[T.1 CIS Data Field Definition Chart](#)")

- 16) Please include, as additional columns or in the comments as appropriate:
 - the best delivery method – for example “push as data”, “electronic transfer of document”, paper document, etc.
 - the best timing of the delivery.
- 17) Please make a “wish list” using the chart identified above, of data which the agency currently does not receive from the courts (and/or such court data obtained from third parties). Please identify such data as either “mission critical” or “desirable” in the comments column.
- 18) Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received. Copies for work group.

Courts:

7. Please define “archive”. Copies for work group.
8. Please list the court business processes which require agency data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as “[T.1 USAO Court Process Chart](#)”)
9. Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as “[T.1 CIS Data Field Definition Chart](#)”)
10. Please include, as additional columns or in the comments as appropriate:
 - a. the best delivery method – for example “push as data”, “electronic transfer of document”, paper document, etc.
 - b. the best timing of the delivery.
11. Please make a “wish list” using the chart identified above, of data which the court currently does not receive from the agencies (and/or such agency data obtained from third parties). Please identify such data as either “mission critical” or “desirable” in the comments column.
12. Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received. Copies for work group.

JUSTIS Staff

- 1) Provide a copy of the study completed by the ITAC Legislation working Group which addresses the issue of CHRI and a Central Repository.
- 2) Provide a copy of a portion of the charge code table developed in a neighboring state.



The next CCDT working Group session will be August 16, in the OAG conference room in the north east corner of the 10th floor of Judiciary Square, 441 4th street, NW, from 10:00 – 12:00.



ITAC Court Core Data Transfer Project Meeting Notes

August 16, 2004

These notes follow a more structured Status Report posted earlier on the ITAC Virtual Office.

The meeting started with a quick review of the work assignments and a description of documents either passed out or placed on the Virtual Office. They included the ITAC Legislative Final Report, which addressed the proposed role of a District of Columbia Central Repository, and the Maryland District Court Commissioner's Manual, which reflects the work Maryland did to standardize their charge language and implement a state-wide standard charge code for reporting and interagency records.

The review (our "show and tell") of the work products was initiated by the courts. They first started with answers to the archive questions:

- Will all court data be converted
- Can / how would "old" data be updated
- Should each agency have a copy of converted data
- How would the court archive be structured / accessed

It appears that, if the criminal data follows the course set by the earlier work with juvenile and civil data, no data will be "archived", inasmuch as all data will be converted. This data goes back to 1978. A chart to show the responses for all agencies to their archive question will be attempted.

The court then discussed the data they currently share. This can be found as "[T.1 DCSC CIS Record Descriptions](#)" on the Virtual Office. The courts described their interaction with other agencies, in particular the lock-up lists processing. There was general discussion of this process and what/how this may be handled in the future.

Following this presentation, several agencies presented their work products. These included:

- 19) Please identify any archive files maintained by the agency which contains / duplicates "old" court data.
- 20) Please identify, by year, the data the agency would require the courts convert and make available to the agency for each type of charge listed below. Also include whether the data would represent only convictions or all cases. Please expand the "charge type" as necessary.



Types:

DC misdemeanors
Traffic
US misdemeanors
Felonies
SP / Fugitive

- 21) Please include DC Tracking Number in the data identified to be made available by the courts.
- 22) Please provide for input and maintenance of the DC Tracking Number in the agency data base.
- 23) Please provide for the DC Tracking Number to be passed to the courts as agency input as both data and document transfer.
- 24) Please list the agency business processes which require court data. Copies for work group. (An excellent example of how to present this information was offered by the USAO and is found on the Virtual Office as “[T.1 USAO Court Process Chart](#)”)
- 25) Please list the data requirements for each business process identified. (An excellent format for this listing is an Excel work sheet offered by CSOSA, identified on the Virtual Office as “[T.1 CIS Data Field Definition Chart](#)”)
- 26) Please include, as additional columns or in the comments as appropriate:
 - the best delivery method – for example “push as data”, “electronic transfer of document”, paper document, etc.
 - the best timing of the delivery.
- 27) Please make a “wish list” using the chart identified above, of data which the agency currently does not receive from the courts (and/or such court data obtained from third parties). Please identify such data as either “mission critical” or “desirable” in the comments column.
- 28) Please provide a master list of all data identified in the above exercises. Please identify “wish list” data by utilization of colors or fonts types differentiating this data from data currently received. Copies for work group.

The agencies which presented their work produces were:

Pretrial Serves Agency
Court Services and Offender supervision Agency
United State's Attorney Office
Public Defender Services
Metropolitan Police Department
Department of corrections

(One agency, the Office of the Attorney General, due to personnel changes, is expected to turn in their work during the week)



Each of these work products was superb. Each provoked questions and discussions which clarified both the data requirements for the new court system and the relationship between the agencies. The work so exceeded the expectations, it cut an entire week from the schedule.

All work products are requested to be turned in as electronic copies. As they are sent in, they will be posted on the Virtual Office. At this time the courts and the United State's Attorney Office have turned in their work and it has been posted with a date of 08/16/04.

You are very welcome to post your work yourself. If you should do so, please do me two favors: 1) please include your agency acronym and the date of 08/16/04 in the title. (Remember the prefix T.1), and 2) send me a note that you've posted something.

The discussions of these work products created an opportunity to jump ahead on the schedule and define new work products for next week's work session. They include:

(**Note** – please bring a minimum of two copies of all work products; one for your use and one to be turned in to the work session moderator for Working Group records. Some work products, identified by “copies for work group” should be provided to all participants. It appears that 25 copies will be normally sufficient.)

ASSIGNMENTS:

Agencies:

- 1) Please review your list(s) of data items in light of the discussions from the 08/16/04 work session and submit a consolidated list of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a “wish list” item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s).

The suggested format for this submission can be found on the Virtual Office as [“T.1 Consolidated Data Worksheet 08/16/04”](#). A copy, with a short set of directions, was sent as an email on 08/16/04, titled “Please Use”. (If you cannot find that particular email, please tell and I'll send it again.)

Courts:

- 2) The courts will do the same, but in “reverse”, that is, their list will reflect court data requirements from agencies. Copies for work group.



JUSTIS Staff

Provide a copy of the study completed by the ITAC Tracking number report...

- 3) Provide a copy of a portion of the charge code table developed in a neighboring state.
- 4) Provide a copy of the data listing for the hourly, automated “push” of the JUSTIS Arrest Core Data Transfer function currently available on JUSTIS.
- 5) Re-send directions for the access and registration for the ITAC Virtual Office to all members of the Working Group.

The next CCDT working Group session will be August 23. The location will be sent to you as soon as I receive a couple emails. The meeting will start at 10:00 and end promptly by noon.



ITAC Court Core Data Transfer Project Meeting Notes

August 23, 2004

These notes follow a more structured Weekly Status Report posted 08/23/04 on the ITAC Virtual Office.

The meeting started with a quick review of the work assignments and a description of last week's documents, passed out or placed on the Virtual Office. No "show and tell" of the work products this week. The moderator acknowledged that the assignment made last week, and be completed by this week's work session was overly ambitious. As a consequence, we discussed various aspects of the assignment and re-assigned the completion of this work – agency selection of court data requirements from the chart found on the Virtual Office entitled "[T.1 Agency Selection of Court Data Items](#)" will be due on August 30. An electronic copy MUST be sent to Earl by that date.

Any additions to the chart, either omission or changes, must be submitted by Tuesday, August 24. The FINAL chart will be posted by COB that date.

Those who wish to review the court data dictionary can visit "[T.1 DCSC CIS Record Descriptions](#)" on the Virtual Office.

There is concern about two issues: public data, and data access control. After some discussion, Dave Kennamer, JUSTIS Security Officer, reiterated that JUSTIS can, and does, control what records can be accessed at both the agency and individual levels. Therefore, no-one who has not been so authorized by your agency, even in your agency, can access any JUSTIS record.

In addition, Dave indicated that "JUSTIS can be accessed via the Internet" is somewhat misleading. To access JUSTIS from other than the DC WAN, a secure Virtual Private Network (VPN) connection must first be created. This cannot be accomplished without prior knowledge and permissions by the Security Officer. The data then sent via the Internet is twice encrypted, once by our system and then by the VPN.

The agencies were reminded that, while access by the public and "public information" classification of data is and will continue to be an area of concern, that there is no public access to JUSTIS. In addition, those public access discussions are inappropriate when discussing data access between JUSTIS users as there are all justice agency peers, and as Dave indicated, all access is controlled by the data owner.



The next assignment concerns two views of data. The first is the court data screen output or display in response to a user query and the second, court to agency automated documents.

An example of a somewhat typical DCSC output was provided and distributed. The moderator admitted difficulty in designing a methodology to produce a display work product to be included in the final report.

A great deal of discussion followed. The moderator asked for participants to just list their insights, positive and negative regarding the current JUSTIS output – for example, many had indicated that current JUSTIS output showed only one charge/count per query, and many users wanted all counts/charges to be on a single output.

The courts indicated that the JUSTIS output was not, in fact, what they recommended and the court would insist on a number of changes. We were reminded that the CIS output was different from JUSTIS output and that CIS output was much more detailed and comprehensive.

A number of participants pointed to the juvenile output on JUSTIS as more in-line with their needs. The DCSC design team indicated that the juvenile output design was still in play and that the criminal and juvenile display would have different data. The DCSC design team suggests that they would bring in a sample display, a straw man, for discussion next week.

The CSOSA team indicated the systems used by both CSOSA and PSA has a more detailed methodology for accessing and display of court data. They asked to show how their systems address court data and perhaps the Working Group would see features from this approach that would benefit JUSTIS.

The moderator asked for all these approaches to be available next week.

The moderator passed out a chart from which the first cut at identifying automated document exchange could be made. This chart and the direction are on the Virtual Office as “[T.1 Agency Automated Documents Requirements](#)” and [T.1 Agency Automated Documents Requirements - Directions](#)” respectively. This chart is to identify the participating agency/court relationships via automated documents.

This led to a discussion of security, methods, formats, etc. In addition, it was pointed out that other documents, nor perhaps court centered, would go a long way to solving many operational problems. The PD 163 as a glaring example. (MPD indicated, during this discussion that the 163 could not be currently automated and the prospective data for possible automation may be as much as three years away.)



The moderator asked that we not address the myriad of issues surrounding any and all possible automated documents until we have first determined which are required and then isolate the document requirements. Then the discussion of security, methodology, formats and such will have a more realistic base. As to other documents, it is feared that if we were to pursue all such documents we would not be able to complete the court oriented work products from this project in time for the results to be used by the DCSC design team. Automated documents appear to be a subject for a follow-on Working Group at the conclusion of this effort.

Please remember all work products are requested to be turned in as electronic copies. As they are sent in, they will be posted on the Virtual Office.

You are very welcome to post your work yourself. If you should do so, please do me two favors: 1) please include your agency acronym and the due date of the assignment in the title. (Remember the prefix T.1), and 2) send me a note that you've posted something.

(Note – please bring a copies of all work products to the work session. Some work products, identified by “copies for work group” should be provided to all participants. It appears that now more than 25 copies will be required.)

ASSIGNMENTS:

Agencies:

- 29) Please review and complete your 08/23/04 list(s) of data items. The list should identify the court data item name, the agency data item name, if the data is currently acquired/furnished, if is a “wish list” item, if the data item should be available as a response to a query, if it should be push, if so the timing, if it should be on an automated document, if so which document(s). Copies for work group. To be turned in as both electronic and hard copies by 08/30/04.
- 30) Please complete your first draft of the agency view(s), opinions and/or presentations of how the new DCSC response to a query should be designed, for 08/30/04 work session.
- 31) Please complete your first draft of the automated documents and their transmission paths requirements chart for 08/30/04

Courts:

- 32) Courts will offer a listing of the volume of information, by year, currently available for conversion considerations.
- 33) The courts will do the same as #2, but in “reverse”, that is, their data requirements list will reflect court data requirements from agencies. Copies for work group.



- 34) The courts will do the same as #3, but in “reverse”, that is, their query response will reflect court concepts and/or experiences from earlier phases of this project. Copies for work group.
- 35) The courts will do the same as #4, but in “reverse”, that is, their automated documents and document flows requirements will reflect court document requirements from other agencies. Copies for work group.

JUSTIS Staff

7. Continue to update, correct and add to membership list
8. Provide a “final” update to the court data items list & place update on virtual office by 08/24/04.
9. Start a consolidated Agency Court Data Items Requirements List
10. Prepare and post a copy of the Meeting Notes from 08/23/04 CCDT Working Group.
11. Request soft copies of all agency work products.
12. Prepare for the next CCDT meeting.

The next CCDT working Group session will be August 30. The location will again be at Metropolitan Police headquarters, 300 Indiana Avenue, Room number is 2066 (just to the right as you enter the lobby). The meeting will start at 10:00 and end promptly by noon.



ITAC Court Core Data Transfer Project Meeting Notes

August 30, 2004

These notes follow a more structured Weekly Status Report posted 09/01/04 on the ITAC Virtual Office.

The meeting started with a quick review of the work assignments and a description of last week's documents, passed out or placed on the Virtual Office

Any additions to the Selection of Court Data Items Chart, either omission or changes, must now be submitted as additions to the agency's FINAL chart submission.

FINAL SUBMISSIONS OF ALL WORK PRODUCTS ARE DUE by Friday, September 3. All final submissions must be electronic. They include:

- Agency Descriptions of Court Data and Use
- Agency Selection of Court Data Items
- Agency Automated Documents Requirements
- Court Output / Display Descriptions

Those who wish to review the court data dictionary and other draft documents to review submissions by all agencies can visit the "T.1" section of the virtual office.

There was discussion of "charges" vs. "counts." The court indicated they were interchangeable terms if art. The court will prepare a description of "counts" for distribution.

The court announced their data conversion plans. They will convert **all felony back to 1978**. They will convert all misdemeanor cases back to 1978, but **will convert case history of misdemeanor cases only back 10 years**.

The courts indicated they were going to a numbering system for cases in the future. However, each type of case would have a prefix which would change should the type of case change. As this has led to confusion and severe data quality problems in the past, the courts were asked to re-examine the use of changeable prefixes.

The court explained it has no "body attachments" and that all bench warrants will be carried on the system.

The ITLO discussed his poor directions for the Selection of data Items Chart. Some agencies selected "query" for all data items they wished to see displayed as the result of a



query. This was the intent of the directions. Other agencies selected “query” if they wanted that data to be indexable. The ITLO feels that both methods will work satisfactorily, and the end result will not handicap those who selected data as only indexable items.

The ITLO indicated some agencies selected both “current” and “wish” for some data items. He eliminated the wish if “current” was selected, reasoning that if one received the data, there was no reason to “wish” for it. It was explained that when this occurred, the agency in question was currently getting the data, but only manually, they “wish” to receive it in an automated fashion in the future.

CSOSA and PSA presented how their systems would handle court data. The methodology will be described for the final report as their description of how court data should be displayed in response to a query. In brief, the court data is offered in segments on a screen. If the user wishes more information or more details, she/he selects that segment. Again a segmented screen appears, and if there is additional data available, they may further “drill” down into the information.

This was an excellent demonstration of an efficient and rapid way to both display and query information. Dennis Caravantes did an outstanding job!

The assignments for the next work session were discussed.

There will be no 09/06/04 Work Session. The next work Session will be on 09/13/04 – in the same room at MPD headquarters.

ASSIGNMENTS:

Agencies:

- 36) **Please** send final soft copies of all work products, either WORD or EXCEL to the moderator at earl.gillespie@dc.gov
- 37) Please review and complete your final 08/30/04 list of Court Data Items.
- 38) Please complete your final report/description of the agency view(s), opinions and/or presentations of how the new DCSC response to a query should be designed.
- 39) Please complete your final report of the automated documents and their transmission paths requirements chart.
- 40) Remember there is no 09/06/04 Work Session.

Courts:



- 41) The courts will finalize #2, but in “reverse”, that is, their data requirements list will reflect court data requirements from agencies.
- 42) The courts will finalize #3, but in “reverse”, that is, their query response will reflect court concepts and/or experiences from earlier phases of this project.
- 43) The courts will finalize #4, but in “reverse”, that is, their automated documents and document flows requirements will reflect court document requirements from other agencies.

JUSTIS Staff

13. Remind participants **there is no 09/06/04 work session.**
14. Continue to update, correct and add to membership list
15. The Court Data Items list is to be completed by 09/06/04.
16. An aggregate Agency Court Data Items Requirements List is to be completed by 09/06/04.
17. An aggregate Automated Document Requirements Chart is to be completed by 09/06/04.
18. An Agency Description of Court Output Displays is to be completed by 09/06/04
19. Prepare and post a copy of the Meeting Notes from 08/30/04 CCDT Working Group.
20. Request **final** soft copies of all agency work products to be turned in by 09/03/04.
21. Prepared the DRAFT Final Report of the Court Core Data Transfer Working Group.
22. Prepare for the next CCDT meeting on 09/13/04.



ITAC Court Core Data Transfer Project Meeting Notes

September 13, 2004

The meeting commenced with a note that the first draft of the Court Core Data Transfer Working Group's final report had been posted to the virtual office and that all revisions should be submitted to Dave Kennamer by noon, Thursday, September 16.

The discussion then continued along the idea that the final report was a statement of user agency requirements largely developed from knowledge of the existing court data transfer processes. It needs to be widely accepted that DCSC is planning the following:

- A conversion to a new, CourtView based system without any parallel processing with CIS.
- The cut over to the new system is planned for May, 2005.
- Data elements as currently delivered will, in many cases be changed in format and in some cases, context.
- These changes may require considerable changes to existing, non DCSC applications.

It is clearly desirable for DCSC to produce some form of data dictionary or data mapping document to assist the user agencies in their conversion. This document should include such information as:

- Name of the data element.
- Properties of the data element such as text, number etc.
- Description of the data element.
- Mapping to old data element if such a mapping exists.
- Definitions of all codes.

In addition, several users expressed a desire for Entity Relationship Diagrams (ERDs) and test data. The initial response regarding both was that CourtView has thousands of ERDs with complex relationships and that the DCSC was not planning on providing test data.

There is a strong interest in continuing meetings where DCSC would then begin to present details about the data that will be provided. It was noted that the whole idea of some type of data dictionary assumes that the information that would ordinarily be contained in a dictionary must be documented at some point early in the development cycle for the new system. If that document currently existed, the follow on process would be one of user agency negotiation with DCSC over the adequacy of the data and



the implications on agency systems. Since that document is not believe to be available in the next few weeks, it was suggested that continuing meetings take place where DCSC can present preliminary details about the new data elements to allow the agencies more advanced notice to react. It was generally agreed that the CCDT group should continue to meet every other week assuming there is enough incremental information made available during that period.

The meeting adjourned with the notion that the next meeting would conclude this phase of the effort and that the continuation process would be driven by DCSC's ability to present interim information about the data form the new system.



ITAC Court Core Data Transfer Project Meeting Notes

September 20, 2004

The meeting commenced with a request that all changes, modifications, suggestions and recommendations for the draft of the Court Core Data Transfer Working Group's Final Report are to be sent to Earl Gillespie by close of business this date. The draft is posted to the virtual office.

It was suggested and agreed that two additional segments need added to the report, perhaps as addendums:

- Not all agencies that have a direct need for court data to support their operational requirement have fully participated in the preparation of this report.
- The report did not address how substantial the systems must be to deliver court data when current, accepted practices and methodologies are completely replaced by the new IJIS approach.

The IJIS Project Manager and the ITLO had earlier discussions for the continuation of this Working Group. While the Working Group has established a requirements foundation, as we all know, the devil is in the details. It has been proposed that starting in October, given acceptance of the CCDT Final Report by the ITAC, that the group continues examination and discussions of the future relationship with IJIS on a bi-weekly basis.

The consensus was that perhaps not all agencies yet fully understand the impact of the new court system upon their day-to-day operations and that, beyond a certain point in time; it will be too late to make meaningful contributions to the design. All agencies should realize that the future work sessions with the courts are the only means of escalation of concerns.

Statements from last week's work session were re-emphasized at this meeting:

It needs to be widely accepted that DCSC is planning the following:

- A conversion to a new, CourtView based system without any parallel processing with CIS.
- The cut over to the new system is planned for May, 2005.
- Data elements as currently delivered will, in many cases be changed in format and in some cases, context.
- These changes may require considerable changes to existing, non DCSC applications.



It was suggested, as JUSTIS lacks an administrative messaging system, the court use both email and the Discussion section of the ITAC Virtual Office to present and discuss, for example, modification of charge codes.

The USAO offered a diagram representing a vision of the technical architecture that the IJIS / JUSTIS / User Agency might have. The court development team indicated it very nearly presents their technical vision. The diagram will be added to the addendum concerning how robust and resilient the new technical relationship must be.

This also led to a discussion of whether a single data format or multiple data formats – each customized for a particular user agency – should be delivered. Complicating the discussion would be both the issues surrounding the timing of delivery as well as issues addressing automated documents and such.

The ITLO adjourned the meeting with expressions of appreciation to Dave Kennamer and Greg Hale for their leadership, the user agencies for their enthusiastic participation in these exercises, and to the court and their vendors for their support and cooperation.

The Final Report will be presented to the ITAC at the regularly scheduled meeting on September 23.



Appendix

a. Aggregate Reports



Aggregate Agency Selection of Current Court Data Items



Automated Documentation Requirements Report

Sort by: Agency Creating Document



CCDT Working Group			
AGGREGATE Automated Document Requirements Identification Sorted by Initiating Agency			
Document Initiating Agency			
ITAC Agency	Superior Court	Agency	
1 CJA----->	Eligibility		
2 CJA----->	Contributions Order		
3 CSOSA----->	Pre-Sentence Investigation Report		
4 CSOSA----->	Violation Report		
5 CSOSA----->	PSI		
6 CSOSA----->	Probation Order Notices		
7 CSOSA----->	PSI		
8 CSOSA----->	Probation Violation Notices		
9 MPD----->	PD 163		
10 MPD----->	NOI's		
11 MPD----->	Warrant		
12 MPD----->	Charging Document		
13 MSP----->	PD 163----->	CSOSA	
14 MSP----->	PD 163----->	PSA	
15 MSP----->	PD 163----->	USAO	
16 MSP----->	PD 163----->	USAO	
17 MSP----->	Warrants		
18 OAG----->	Motions		
19 OAG----->	Indictments		
20 OAG----->	Motions		
21 OAG----->	Warrants		
22 OAG----->	PD 163		
23 OAG----->	NOI's		
24 OAG----->	Indictments		
25 OAG----->	Warrant		
26 OAG----->	Charging Document		
27 PDS----->	Eligibility		
28 PDS----->	Contributions Order		
29 PDS-CJA----->	Eligibility		
30 PDS-CJA----->	Contribution Order		
31 PDS-CJA----->	Motions		
32 PSA----->	Pretrial Report		
33 PSA----->	Notices of Violation		
34 PSA----->	Conditions of Release		
35 PSA----->	Drug Tests		
36 PSA----->	Pretrial Report		
37 PSA----->	Notice of Violation of Conditions of Release		
38 PSA----->	Drug Testing		
39 USAO Amended Complaint----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
40 USAO Amended Information----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
41 USAO Felony Complaint----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
42 USAO Filed Motion/Pleadings----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
43 USAO Gerstein----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
44 USAO Indictment Filed----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
45 USAO Letter/Correspondence----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
46 USAO Misd. Information----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
47 USAO No Papered Felony----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
48 USAO No Papered Misd----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
49 USAO Notice of Filing----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
50 USAO Proposed Order----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
51 USAO Warrant/Affidavit----->	DCSC----->	USAO (acceptance acknowledged)	NOTE
52 USAO----->	Indictments		
53 USAO----->	Motions		
54 USAO----->	Warrants		
55 USAO----->	PD 163		
56 USAO----->	NOI's		
57 USAO----->	Indictments		
58 USAO----->	Motions		
59 USAO----->	Warrant		
60 USAO----->	Charging Document		
61----->	Court or Defense Motion/Pleadings----->	USAO (acceptance acknowledged)	NOTE
62----->	DCSC Letter/Correspondence----->	USAO (acceptance acknowledged)	NOTE
63----->	Court Order----->	USAO (acceptance acknowledged)	NOTE
64----->	DCSC Warrant/Affidavit----->	USAO (acceptance acknowledged)	NOTE
65----->	DCSC Notice of Filing----->	USAO (acceptance acknowledged)	NOTE
66----->	DCSC Sentencing Form----->	USAO	
67----->	DCSC Probation Violation Report----->	USAO	
68----->	Commitment Pending Disposition----->	DCDC	
69----->	Release Orders----->	DCDC	
70----->	Judgment and Commitment Orders----->	DCDC	
71----->	Fugitive Waivers----->	DCDC	
72----->	Writs----->	DCDC	
73----->	Mental Examination Orders----->	DCDC	
74----->	Prisoner Transfer Requests----->	DCDC	
75----->	Bond Card or Cash Collateral Receipt----->	DCDC	
76----->	Plea Agreement----->	DCDC	
77----->	Medical Evaluation Order----->	DCDC	
78----->	Court Appointment----->	DCDC	
79----->	Indictment Order----->	DCDC	
80----->	Judgment and Commitment Orders----->	CSOSA	
81----->	Judgment and Commitment Orders----->	PSA	
82----->	PSI Directional Form----->	CSOSA	
83----->	PSI Directional Form----->	PSA	
84----->	Civil Protection Order----->	CSOSA	
85----->	Civil Protection Order----->	PSA	
86----->	Deferred Sentence Agreement----->	CSOSA	
87----->	Deferred Sentence Agreement----->	PSA	
88----->	Bench Warrant----->	CSOSA	
89----->	Bench Warrant----->	PSA	
90----->		I	
91----->		v	
92----->		CSOSA	
93----->		I	
94----->		v	
95----->		PSA	
96----->	Petition & Affidavit for Civil Prot. Order----->	CSOSA	
97----->	Petition & Affidavit for Civil Prot. Order----->	PSA	
98----->	Petitioner's Information form----->	CSOSA	
99----->	Petitioner's Information form----->	PSA	
100----->	Victim Impact Statement----->	CSOSA	
101----->	Victim Impact Statement----->	PSA	



Automated Documentation Requirements

Sort by: Agency Receiving Document



CCDT Working Group			
AGGREGATE Automated Document Requirements Identification Sorted by Receiving Agency			
Document Initiating Agency			
ITAC Agency	Superior Court	Agency	
1 MSP	PD 163	CSOSA	
2	Judgment and Commitment Orders	CSOSA	
3	PSI Directional Form	CSOSA	
4	Civil Protection Order	CSOSA	
5	Deferred Sentence Agreement	CSOSA	
6	Bench Warrant	CSOSA	
7		CSOSA	
8	Petition & Affidavit for Civil Prot. Order	CSOSA	
9	Petitioner's Information form	CSOSA	
10	Victim Impact Statement	CSOSA	
11	Commitment Pending Disposition	DCDC	
12	Release Orders	DCDC	
13	Judgement and Commitment Orders	DCDC	
14	Fugitive Waivers	DCDC	
15	Writs	DCDC	
16	Mental Examination Orders	DCDC	
17	Prisoner Transfer Requests	DCDC	
18	Bond Card or Cash Collateral Receipt	DCDC	
19	Plea Agreement	DCDC	
20	Medical Evaluation Order	DCDC	
21	Court Appointment	DCDC	
22	Indictment Order	DCDC	
23 MSP	PD 163	PSA	
24	Judgment and Commitment Orders	PSA	
25	PSI Directional Form	PSA	
26	Civil Protection Order	PSA	
27	Deferred Sentence Agreement	PSA	
28	Bench Warrant	PSA	
29	Petition & Affidavit for Civil Prot. Order	PSA	
30	Petitioner's Information form	PSA	
31	Victim Impact Statement	PSA	
32 MSP	PD 163	USAO	
33 MSP	PD 163	USAO	
34	DCSC Sentencing Form	USAO	
35	DCSC Probation Violation Report	USAO	
36	USAO Amended Complaint	USAO (acceptance acknowledged)	NOTE
37	USAO Amended Information	USAO (acceptance acknowledged)	NOTE
38	USAO Felony Complaint	USAO (acceptance acknowledged)	NOTE
39	USAO Filed Motion/Pleadings	USAO (acceptance acknowledged)	NOTE
40	USAO Gerstein	USAO (acceptance acknowledged)	NOTE
41	USAO Indictment Filed	USAO (acceptance acknowledged)	NOTE
42	USAO Letter/Correspondence	USAO (acceptance acknowledged)	NOTE
43	USAO Misd. Information	USAO (acceptance acknowledged)	NOTE
44	USAO No Papered Felony	USAO (acceptance acknowledged)	NOTE
45	USAO No Papered Misd.	USAO (acceptance acknowledged)	NOTE
46	USAO Notice of Filing	USAO (acceptance acknowledged)	NOTE
47	USAO Proposed Order	USAO (acceptance acknowledged)	NOTE
48	USAO Warrant/Affidavit	USAO (acceptance acknowledged)	NOTE
49	Court or Defense Motion/Pleadings	USAO (acceptance acknowledged)	NOTE
50	DCSC Letter/Correspondence	USAO (acceptance acknowledged)	NOTE
51	Court Order	USAO (acceptance acknowledged)	NOTE
52	DCSC Warrant/Affidavit	USAO (acceptance acknowledged)	NOTE
53	DCSC Notice of Filing	USAO (acceptance acknowledged)	NOTE
54	CJA	Eligibility	
55	CJA	Contributions Order	
56	CSOSA	Pre-Sentence Investigation Report	
57	CSOSA	Violation Report	
58	CSOSA	PSI	
59	CSOSA	Probation Order Notices	
60	CSOSA	PSI	
61	CSOSA	Probation Violation Notices	
62	MPD	PD 163	
63	MPD	NOI's	
64	MPD	Warrant	
65	MPD	Charging Document	
66	MSP	Warrants	
67	OAG	Motions	
68	OAG	Indictments	
69	OAG	Motions	
70	OAG	Warrants	
71	OAG	PD 163	
72	OAG	NOI's	
73	OAG	Indictments	
74	OAG	Warrant	
75	OAG	Charging Document	
76	PDS	Eligibility	
77	PDS	Contributions Order	
78	PDS-CJA	Eligibility	
79	PDS-CJA	Contribution Order	
80	PDS-CJA	Motions	
81	PSA	Pretrial Report	
82	PSA	Notices of Violation	
83	PSA	Conditions of Release	
84	PSA	Drug Tests	
85	PSA	Pretrial Report	
86	PSA	Notice of Violation of Conditions of Release	
87	PSA	Drug Testing	
88	USAO	Indictments	
89	USAO	Motions	
90	USAO	Warrants	
91	USAO	PD 163	
92	USAO	NOI's	
93	USAO	Indictments	
94	USAO	Motions	
95	USAO	Warrant	
96	USAO	Charging Document	



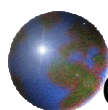
b. IJIS Plan Presentation

The presentation that follows was presented to the CCDT working Group on August 2, 2004 by the IJIS Project Manager, Greg Hale.

This presentation was offered as a kick-off session, providing vital information about this far ranging development effort and as guidance to the Working Group as they set about planning the best relationship between their exiting systems and business processes.



DC Courts IJIS Program



CourtView Orientation

August 2, 2004



Presented by DCSC



Presented by DCSC



What is IJIS?

✦ **Integrated Justice Information System**

▣ Integrated Case Management System (Software)

- Docketing
- Calendaring/Scheduling
- Document Imaging
- E-filing
- Accounting
- Reporting

▣ Data Conversion – 19 applications

▣ Interfaces (External/Internal)

▣ Training

▣ Business Process Integration/Data Quality



Presented by DCSC



- ✦ Launched October 1998
- ✦ Grants obtained for Requirements Analysis
- ✦ National Center for State Courts Assistance
- ✦ Original RFP issued Sept 2000
- ✦ Congressional Inquiry/GAO Audit and Report
 - ▣ Requirements Lack Necessary Specificity
 - ▣ Interfacing with External Systems – extend requirements
 - ▣ User Training – achieve buy in
 - ▣ Avoiding a Schedule-Driven Effort
- ✦ Revised RFP Initiative 2001-2002
- ✦ BearingPoint/MAXIMUS selection – Oct 2002



Presented by DCSC



IJIS Business Objectives

- ✦ Improve quality and effectiveness of case processing
- ✦ Speed up time entry and retrieval of case/calendar information
- ✦ Eliminate duplicate data entry tasks
- ✦ Prevent the loss of information
- ✦ Reduce Operating Costs associated with Legacy Support



Presented by DCSC



- ✦ Existing Stove Pipe Operations
- ✦ Overall Business Reengineering Effort
- ✦ U.S. Congress
- ✦ Satisfy "One Family, One Judge" Model
- ✦ Improve Public Safety of DC Families/Children
- ✦ Move to Client Server/Internet Technologies
- ✦ Take Leadership Role
- ✦ External Agency Linkages



Presented by DCSC



IJIS Implementation Plan

- ✦ Three Phases/Multiple Waves
 - ▣ Family/Domestic Violence, Social Services, Multi-Door
 - ▣ Civil, Probate/Tax
 - ▣ Criminal
- ✦ Spiral Implementation Life Cycle
 - ▣ Determine/Document Requirements
 - ▣ Develop Customizations
 - ▣ Convert Data
 - ▣ Test and Install
 - ▣ Train and Deploy



Presented by DCSC



- ✦ Implementing Best Practices Processes
 - ▣ ITA
 - ▣ CMMI Level 2
- ✦ Integrated Project Team
- ✦ IJIS Facilitator Team
- ✦ Requirements Traceability
- ✦ Working Group Facilitation
- ✦ IT Steering Committee
- ✦ Change Control Board
- ✦ Independent Verification & Validation



Presented by DCSC



Family Court Phase 1

✚ Wave 1

- ✚ Abuse & Neglect
- ✚ Juvenile
- ✚ Adoption
- ✚ ½ Multi-Door

✚ Wave 2

- ✚ Domestic Relations
- ✚ Domestic Violence
- ✚ Mental Health

- ✚ Paternity
- ✚ Marriage Bureau
- ✚ CCAN



Presented by DCSC



✚ Probate

✚ Civil

- Small Claims
- Landlord & Tenant
- Civil Action
- Judge in Chambers

✚ Multi-Door



Presented by DCSC



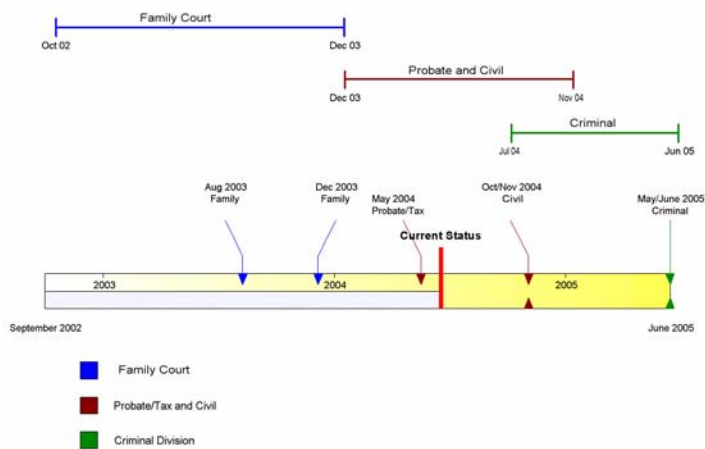
Phase 3

Criminal

- Felonies
- Misdemeanors
- Traffic
- Intake
- Judge in Chambers



Presented by DCSC



Presented t





Criminal Implementation Schedule

- ✚ Workgroup Kick off – July '04
- ✚ Data Conversion – Aug '04
- ✚ Requirements Sign Off – Oct '04
- ✚ Code Table Configuration
- ✚ Testing
- ✚ Go Live – May 2005



Presented by DCSC



- ✚ Client Server Application
 - ✚ Central Database – Oracle
 - ✚ Application Servers – Multiple
 - ✚ Desktop Client
- ✚ Modular Design
- ✚ Uniface Code
- ✚ XML – Interface Format



Presented by DCSC



Routing & Messaging Server

- ✚ XML Format
- ✚ CourtView Application Triggers
- ✚ Pull Data
- ✚ Push Data
- ✚ Document Exchange Capability
- ✚ Existing JUSTIS Interface



Presented by DCSC



✚ Interface Goals:

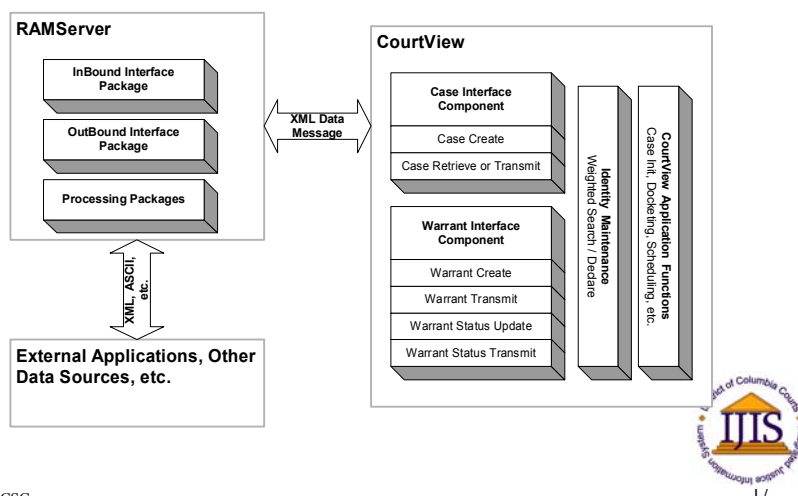
- ✚ Provide agency users with near real-time information from the Courts through their own systems, as well as providing the Courts with more timely information from the agencies.
- ✚ Result: Better, more timely information exchange to enable increased efficiencies for agencies and the Courts.



Presented by DCSC



CourtView XML Interface Components



Presented by DCSC



IJIS Interface Strategy

- ✦ Leverage JUSTIS where possible:
 - ✦ A secure environment
 - ✦ An established architecture and user base (over 800 registered users)
 - ✦ Users can access Courts information from their own systems
 - ✦ Several agencies "in common"
 - ✦ District/Federal Agency Representation



Presented by DCSC



The diagram illustrates the DC Courts Existing Infrastructure. It shows a central **DC Courts LAN** connected to various internal components: **Storage Area Network**, **Array DLT Tape drive**, **VPN Remote Access**, **LDAP Server**, **IJIS Databases**, **IJIS Users**, **Test/Train Production** servers, and **Application / Database Servers**. The LAN is connected to a **Router** and **Firewall**, which interface with the **Internet/ Intranet**. External connections include **Agency Users** (laptop icon), **Agency System** (cylinder icon), and **Agency Users** (laptop icon). Data flow is indicated by arrows: **XML** data exchange between the **RAM Server** and **JUSTIS**; **Flat File** exchange between **JUSTIS** and **Agency System**; **Batch Flat file** exchange between **Legacy Voucher Application** and **GSA Pegasus**; and **XML** exchange between **GSA Pegasus** and **Agency Systems**. A logo for the **Division of Columbia County IJIS** is visible in the bottom right corner.

- More timely exchange of information between Court and agencies
- Ability to query case types across Court system
- Direct Access to Case Documents (reports, test results, etc.)
- Increased financial control
- Improved productivity



Final Report



Guidelines for Interfacing

- ✦ Bi-Directional Design:
 - ▣ Agencies to JUSTIS to Court
 - ▣ Court to JUSTIS to Agencies
- ✦ Court Data Origin
 - ▣ Calendar Information/Judicial Assignment
 - ▣ Bond Status
 - ▣ Drug Test Notification
 - ▣ Legal Orders
- ✦ Information Sharing Confidentiality



Presented by DCSC

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c. Suggested Models for IJIS User Interface

United States Attorney's Office RCIS II System Models

These models were suggested by the USAO as concepts for the IJIS user interface, and were provided the CCDT Working Group as possible information displays showing summary relationships of offender data.

USAO - Replicated Criminal Information System II (RCIS II): Case Inquiry

Action Window Help

Docketno: M-13938-01	Name: GILLESPIE, ANTHONY	AUSA: CHARTZEN
Arrestno: 06-01-05743	AKA: GILLESPIE, ANTHONY TONY	Section: SCSDDY
Arr Date: 12/15/2001	PDID: 369-285 R: B S: M DOB: 02/17/1967	SC Bond: 99999999

Search	Case Detail	Case Summary	Witnesses	Go to Arrest
Co-Defendants	Homicide No	Weapons	USAO Bond History	Papering Notes

Assigned: HARTZENBUSCH, CATHARINE A.S.	Defense: SCHULTZ, CORINNE J
Phone: 353-8822 Room: 11-449	Judge: BAYLY, JOHN H. JR.
Current File Loc: Assignment/Location History	Scheduled Trial Date:

Arrest: 12/15/2001 12:23 by E FENTON	Warrno: USW58301 CCN: 01-020-635
at 506 DIVISION AVE NE	Offense: 02/27/2001 09:00
PSA: 101	at SUPERIOR COURT

Cnt	Code	Charge Description	File Date	Cont To Date	Disposition	Sent
A	U078	BAIL ACT VIOLATION	12/17/2001	SC 08/24/2004	07/01/2003	CO

MON, 23-AUG-2004

Record: 1/1

Start Inbo... Colle... Univ... CCD... ITAC... C:\D... US... Docu...

3:41 PM



USAO - Replicated Criminal Information System II (RCIS II): Case Inquiry

Action Window Help

Docketno: M-13938-01 Name: GILLESPIE, ANTHONY AUSA: CHARTZEN
Arrestno: 06-01-05743 AKA: GILLESPIE, ANTHONY TONY Section: SCDDV
Arr Date: 12/15/2001 PDID: 369-285 R: B S: M DOB: 02/17/1967 SC Bond: 99999999

Search Case Detail Case Summary Witnesses Go to Arrest
Co-Defendants Homicide No Weapons USAO Bond History Papering Notes

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MON, 23-AUG-2004

Record: 1/1

Start Inbo... Colle... Univ... CCD... ITAC... C:\D... US... Docu... 3:41 PM

D.C. Pretrial Services Agency's PRISM System

This presentation to the CCDT Working Group was offered by PSA as a model for the IJIS user interface; a data retrieval technique generally identified as “drilling.”



**D.C. Pretrial Services Agency
Office of Information Technology**

PRISM 2.0 Criminal History Module

By Dennis Caravantes,
Software Development Manager

August 30, 2004

Agenda:

- DC PSA Functions
- PRISM 2.0 Criminal History Module Hierarchy
- PRISM 2.0 Criminal History List
- PRISM 2.0 Court Case Screen (Part 1 and 2)
- PRISM 2.0 Charges Screen
- PRISM 2.0 Dispositions

PSA Functions

(from the Strategic Plan 2003-2008)

- As with any criminal justice system, the District of Columbia's system is made up of numerous agencies
- PSA performs two critically important tasks that contribute significantly to the effective administration of justice and enhancement of public safety
- When PSA performs these tasks well, unnecessary pretrial detention is minimized, jail crowding is reduced, public safety is increased and the pretrial release process is administered fairly
 - **PSA gathers and presents information about newly arrested defendants (Diagnostic function)**
 - **PSA supervises defendants released from custody during the pretrial period (Supervision function)**

2

PRISM 2.0 Criminal History Module Hierarchy

Criminal History List

- Internal Criminal History list (Washington, DC cases)
 - Individual Court Cases
 - Charges sub-list
 - Disposition(s) sub-list
 - Appearances sub-list
 - Notifications sub-list
 - Supervision and Compliance sub-list
 - Bench Warrants sub-list
- External Criminal History list (Other jurisdictions)
 - Similar to the Internal CH
- Criminal History Record Check list (last time we verified the information)

3

PRISM 2.0 Criminal History List

Name: **X, Jimmy** DOB: **12/21/1970** POID: **997-997**

FIND CLIENT

☒ PSD/CSO
☒ Diagnostic
☒ Client
☒ Supervision
☒ Reports
☒ Maintenance
☒ Security Maint.

Internal Criminal History					
File Date	Docket Number	Judge/Officer	Case Status	Sealed	Sealed Date
7/26/2004	M00021-60		Open	No	
<u>Count</u>	<u>Code/Charge</u>	<u>Disposition</u>		<u>Diso. Date</u>	<u>Sentence Type</u>

External Criminal History

File Date	Docket Number	Judge/Officer	Case Status
-----------	---------------	---------------	-------------

Criminal History Record Check

Review Date	Reviewer	Status	Reason
-------------	----------	--------	--------

Once a user finds and selects a Defendant the Criminal History List displays grouped on three areas:

- Internal Criminal History
- External Criminal History
- Criminal History Record Check

4

PRISM 2.0 Court Case Screen – PART 1

Name: **Soprano, Carmela** DOB: **7/9/1954** POID: **654-654**

FIND CLIENT

Last updated by Loweryd on 6/15/2004

Court Case Information

Court Type*	Case Type*	Case Number	Docket Type	Docket Number
Criminal	US Lockup	04167999	---Select---	

File Date *	Court Case Status *	Releasing Judge	Presiding Judge
6/15/2004	Open		

Bar Code	Attorney Name	Attorney Phone	Attorney Status
			---Select---

Under Supervision	Send Notification	Secondary Docket	Tertiary Docket

Final Case Disposition Code	Final Case Disposition Date
---Select---	

Comments

Internal Criminal History - displays a Court Case identifying data

5

PRISM 2.0 Court Case Screen – PART 2

Charges			
Count	Code/Charge	Charge Severity Index	Sentence Type
<input type="button" value="ADD"/>			

Supervision And Compliance Information				
Supervision Type	Obtained Date	Compliance	Start Date	End Date
<input type="button" value="ADD"/>				

Appearances				
Date/Time	Appearance Type	Appearance Judge	Courtroom	Notified
<input type="button" value="ADD"/>				

Notification(S)					
Appearance Date	Appearance Type	Notified Date	Notification Reason	Acknowledgement Type	Date
<input type="button" value="ADD"/>					

Bench Warrant Information				
Appearance Date	Date Issued	Reason Issued	Date Disposed	How Disposed
<input type="button" value="ADD"/>				

Internal Criminal History – five sub-lists displayed:

- Charges
- Supervision and Compliance Information
- Appearances – Court Appearances
- Notifications – Court Appearances Notification Letters
- Bench Warrant Information

6

PRISM 2.0 Charges Sub-list

Last updated by brassell on 6/10/2004

Court Case Information				
Court Type*	Case Type*	Case Number	Docket Type	Docket Number
Criminal	US Lockup	04156979	Felony	F05432-04
File Date *	Court Case Status *	Releasing Judge	Presiding Judge	
6/4/2004	Closed Complete			
Bar Code	Attorney Name	Attorney Phone	Attorney Status	
			---Select---	
Under Supervision	Send Notification	Secondary Docket	Tertiary Docket	
Yes				
Final Case Disposition Code	Final Case Disposition Date			
Disposition Resulting in Sentence	6/10/2004			
Comments				

Charges			
Count	Code/Charge	Charge Severity Index	Sentence Type
A	18951 (Acting as Agent Foreign Gov w/Out Not)	PubOrd-1	Revoked
	Date: 6/11/2004	Disposition: Confinement: 90 Days Time Served	
	Date: 6/10/2004	Disposition: Probation: 3 Years Supervised	

Underneath Court Case information we list all the charges

7

PRISM 2.0 Charges Detail Screen

Case			
File Date	Docket Number	Judge/Officer	Case Status
5/27/2004	D95401-04		Open

Last updated by Loweryd on 6/1/2004

Charge			
Count *	Charge Code/Description *	Charge File Date	Charge Severity Index
A	P988 (Burglary 1)	6/1/2004	Person-1,Dangerous-1, Violent-1,DangViol-1,DangViolIdx-100,SeverityIdx-600

Charge Status Date	Grand Jury Action	Indictment File Date	Plea	Judgment Date	Judgment
	---Select---		---Select---		---Select---

Presiding Judge	Sentence Date	Sentence Type	Offense Date	Final Status
		---Select---		

DELETE ADD

SAVE CANCEL

Dispositions		
Disposition Date	Disposition Type	Description
6/4/2004	Non-Conviction	Probation Terminated
6/3/2004	Conviction	Probation: 3 Years to 6 Years Supervised
5/27/2004	Conviction	Confinement: 6 Years Time Served

Underneath the Charge detail we list all the Dispositions in chronological order

8

PRISM 2.0 Disposition Detail Screen

Dispositions		
Disposition Date	Disposition Type	Description
6/4/2004	Non-Conviction	Probation Terminated
6/3/2004	Conviction	Probation: 3 Years to 6 Years Supervised
5/27/2004	Conviction	Confinement: 6 Years Time Served

Last updated by loweryd on 6/4/2004

Disposition Date *	Disposition Type *	Disposition Code
6/3/2004	Conviction	---Select---

Confinement Type	Confinement From	Unit	Confinement To	Unit
---Select---		---Select---		---Select---

Suspend Period From	Unit	Suspend Period To	Unit	Alter Suspend Period From	Unit	Fine Suspend Amount
	---Select---		---Select---		---Select---	

Probation Supervised Release Type	Term From	Unit	Term To	Unit	Probation Supervised Release Status	Probation Supervised Release Status Date
Supervised	3	Years	6	Years	Terminated Successful	

Supervised Release From	Unit	Supervised Release To	Unit	Fine
	---Select---		---Select---	

Restitution	Court Cost	VVCCA	Disposition Description
			Probation:6 Years Supervised

DELETE ADD

SAVE CANCEL

Underneath the Charge detail we list all the Dispositions in chronological order

9

PRISM 2.0 Appearances (Court Appearances)

Appearances ADD				
Date/Time	Appearance Type	Appearance Judge	Courtroom	Notified
6/22/2004 3:30am	Appointment of Counsel			Yes
6/8/2004 10:30am	Status			Yes

Last updated by Loweryd on 6/1/2004

Appearance Date *	Appearance Time *	Appearance Type *	Courtroom
6/22/2004	3:30am	--Select--	

Appearance Judge	Appearance Calendar	Appearance Cancelled	Send Notification
	--Select--	<input type="checkbox"/>	Yes <input type="checkbox"/>

DELETE REMARKS SAVE CANCEL

Underneath Court Case, Supervision Compliance and Charges information we list all the **Court Appearances** for a given case

10

PRISM 2.0 Bench Warrant Screen

Bench Warrant Information ADD				
Appearance Date	Date Issued	Reason Issued	Date Disposed	How Disposed
6/22/2004 12:00am	6/22/2004	Failure to Pay Fine		

Last updated by caravantesd on 8/27/2004

Warrant	
Function	<input checked="" type="checkbox"/> Pretrial <input type="checkbox"/> Probation <input type="checkbox"/> Parole
Warrant Type*	Bench Warrant
Appearance Date *	6/22/2004
Date Issued *	6/22/2004
Reason Issued *	Failure to Pay Fine
Date Disposed	
Disposition	--Select--
Sanction(s)	--Select--
Occurance Dates	

Underneath Court Case, Charges, Supervision Compliance, Appearances, and Notifications information we list all the **Bench Warrants** for a given case

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PRISM 2.0 Criminal History Module Hierarchy

Criminal History List

- Internal Criminal History list (Washington, DC cases)
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 - Charges sub-list
 - Disposition(s) sub-list
 - Appearances sub-list
 - Notifications sub-list
 - Supervision and Compliance sub-list
 - Bench Warrants sub-list
- External Criminal History list (Other jurisdictions)
 - Similar to the Internal CH
- Criminal History Record Check list (last time we verified the information)

12

d. Individual Agency Work Products

The agencies listed below prepared and contributed a multitude of work products in answer to the assignments made during the term of the CCDT Working Group.

The original plan for this Final Report included a copy of all agency work. As the report was being assembled it was determined that including all the agency work products added unnecessary complicity to the effort and that the inclusion of the work would make the report very unwieldy – expanding the report by over 150 pages.

As a consequence, the vast majority of the agency work products will be placed on the ITAC Virtual Office, with the prefix “T.1” followed by the agency acronym.

- i. Court Services and Offender Supervision Agency**
- ii. DC Department of Corrections**
- iii. DC Sentencing Commission**
- iv. Metropolitan Police Department**
- v. Office of the Attorney General**
- vi. Public Defender Services**
- vii. DC Pretrial Services Agency**
- viii. Statistical Analysis Center**
- ix. United States Attorney**
- x. DC Superior Court**